

Exeter Public Library

Personnel Policy

Revised & Updated: October 2018

Chapter 2 * Personnel Policy

Definitions

- 1) Appointment: The filling of any job or position by placing hiring, assigning or transferring of a person to a particular position.
- 2) Class: A position or group of positions which are sufficiently similar with respect to qualifications, duties, responsibilities and authority that they may properly and equitably be compensated within the same pay range.
- 3) Classification Plan: The approved list of job classes upon which salary scale is based.
- 4) Compensation: The salary or wage earned by any employee by reason of service in the position, but not including allowances for expenses authorized and incurred as incidence to employment.
- 5) Demotion: The movement of an employee from a position in one class to a position in another class on a lower salary level.
- 6) Discharge or Dismissal: Involuntary separation of an employee resulting from disciplinary action, inability to perform the duties of the position or other cause.
- 7) Disciplinary Action: An oral warning, written reprimand, suspension, demotion, dismissal or similar action taken toward an employee by the appropriate authority.
- 8) Employee (Hourly) Non-Exempt: An employee whose compensation is computed on an hourly basis and is not exempt from minimum wage and overtime regulations of the U.S. Department of Labor Wage and Hourly Division.
- 9) Employee, Probationary: An employee who has been certified as eligible for a particular position and is currently working at that position, but has not yet completed the probationary year.
- 10) Employee, Regular: Any regular full-time employee or regular part-time employee as defined below.
- 11) Employee, Regular Full-Time: An employee who is, under normal conditions, scheduled to work forty (40) hours per week.

- 12) Employee, Regular Part-Time: An employee who, under normal conditions, is scheduled to work no more than twenty-eight (28) hours in any given work week. Should an employee, for reasons of scheduling or emergencies, be scheduled to work more than twenty-eight (28) hours per week, the pay rate remains the same and no permanent status will accrue. A person may occupy two part-time status positions in Town employment, however, the combination of the two should not normally exceed forty (40) hours per week and any combination of the two will not entitle the employee to permanent status. The wage rate for each position will be determined by the step and grade for each position. (A part-time employee may have two wage rates.) Part-time employees do not receive fringe benefits but are covered by liability and Worker's Compensation Insurance.
- 13) Employee, Regular Salaries (Exempt): An employee whose compensation is based on an annual salary, not computed on an hourly basis, and is exempt from minimum wage and overtime regulations of the U.S. Department of Labor Wage and Hour Division. The following EPL positions are defined as "exempt": Director, Assistant Director, Head Librarian of Adult Services, Head Librarian of Children's Services and Assistant Children's Librarian. All other positions are classified as non-exempt.
- 14) Employment Date: The date on which an employee commences performances of duties and is placed on the payroll.
- 15) Grievance: An objection, misunderstanding or disagreement between an employee and a supervisor that relates to working conditions and relationships to policies, rules and regulations.
- 16) Layoff: The involuntary separation of any employee resulting from a reduction in force due to the lack of work, lack of funds or the abolishment of the employee's position or other reasons not related to fault, delinquency or misconduct on the part of the employee.
- 17) Leave: An authorized absence from regularly scheduled work hours which has been approved by proper authority.
- 18) Personnel Action: All activities affecting any aspect of an employee's status which includes appointments and changes in appointments, original hiring, reemployment, transfer, promotion, demotion, changes in hours, probation, reclassification, resignation, suspension, discharge, placement on leave, step increases, etc.
- 19) Position: A group of current duties and responsibilities assigned or delegated by appropriate authority to one position.

- 20) Probationary Period: A working test period for any employee following any appointment, during which an employee is required, by actual performance, to demonstrate fitness for the position. The Probationary Period will be one (1) year for all employees.
- 21) Promotion: The movement of an employee from a position of one class to a position of another class on a higher level on the salary scale.
- 22) Reclassification: The reevaluation and subsequent assignment of a position to a class different from the one to which it was previously assigned.
- 23) Seniority: Based on the length of continuous service with the Library from the date of hiring and shall be calculated on the basis of years, months and days of service.
- 24) Suspension: An involuntary absence with or without compensation, imposed on an employee for disciplinary action during the course of an investigation, or pending the final outcome of an appeal.
- 25) Transfer: The movement of an employee from one position to another position of the same class involving the performance of similar duties and requiring essentially the same basic qualifications.

Equal Employment Opportunity/Affirmative Action

- 1) The Exeter Public Library is an equal opportunity employer. Any discrimination against any person in recruitment, appointment, promotion, retention or any other personnel action because of political affiliation, race, creed, color, national origin, age, gender, sexual preference or any other non-merited factor shall be prohibited, except where such factor is a bonafide occupational requirement. Any employee who feels aggrieved by a denial of the equal employment opportunities guaranteed by this section may process an appeal in accordance with the grievance procedures.

Americans with Disabilities Act

- 1) The Exeter Public Library prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. The library will make every effort to make accommodations to insure equal opportunity in the application process, to enable employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. The library will maintain all medical information in a confidential manner in accordance with ADA.

Hiring

- 1) The Board of Trustees shall employ the Library Director. The Library Director, in conjunction with the appropriate Department Heads, shall be responsible for recruiting and employing all other Library personnel in consultation with the Trustees. Present employees shall be given first consideration in filling a vacancy, based on seniority and qualifications. Positions shall be posted in-house for a minimum of seven (7) working days and may be advertised publicly simultaneously.

Staff Development

- 1) The Library staff is encouraged to take advantage of continuing applicable education opportunities. Requests to attend library meetings, workshops or training sessions may be arranged through the Library Director, if schedules permit. Where possible, dues for membership in library organizations shall be paid from the Library budget and personnel shall be reimbursed for mileage for library-related activities in accordance with the current Town rate.
- 2) Reimbursement for approved, completed library-related courses will be considered for full-time staff with a grade of B or better.

Duties and Compensation

- 1) Employees are expected to respect the confidentiality of information received during the course of employment at the Exeter Public Library.
- 2) All personnel shall be evaluated periodically by either their respective Department Head or the Library Director. The Library Director, subject to the approval of the Board of Trustees, shall be responsible for the methods of evaluation, the forms required and the periodic review required. Probationary employees shall be evaluated at three (3) months and again at twelve (12) months.
- 3) Employees placed on extended, disciplinary or administrative probation shall be formally evaluated every three (3) months.
- 4) The adoption of any amendments to the Personnel Policy does not change the basic status of the present employees in terms of the conditions of employment.
- 5) All personnel are expected to be at their appointed workstations prepared to begin work at the appointed hour. Personnel are also expected to continue business as usual until the end of their shift.
- 6) All employees are required to personally notify their supervisor of all anticipated absences prior to the start of their workday.

- 7) An absence of an employee from duty for a single day or part of a day that is not authorized by a specific grant of leave under the provisions of this article will be deemed to be an absence without leave. Any such absences shall be without pay and will be subject for disciplinary action. Any employee who absents himself for three consecutive days without authorization shall be deemed to have resigned.
- 8) Library staff will not be required to work more than 40 hours a week. Under certain circumstances, the Director and the Assistant Director will work more than 40 hours. No staff will receive overtime pay.

Benefits

- 1) All full-time employees shall receive the same benefits as other non-union Town employees. These include health and dental coverage, group life insurance, Worker's Compensation and Unemployment Compensation, as required by the NH State Law.
- 2) Part-time employees may participate in the Town health and dental plans and a life insurance plan at their own expense at group rates.
- 3) Every employee shall be able, if he/she so requests, to inspect his/her personnel files and obtain copies of all or part of said file.

Worker's Compensation Benefits

- 1) In accordance with applicable statutes, the Library will maintain Worker's Compensation coverage for all full and part-time employees. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury. Employees are required to report all work-related injuries to their supervisor immediately.
- 2) Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Worker's Compensation law. In New Hampshire an injured worker is entitled to worker's compensation for injuries and medical conditions that arise out of an exposure at work. Claims are divided into two categories.
 - Medical Only Claims: Any claim with no time lost from work or any claim in which the lost time is less than three days.
 - Lost Time or Indemnity Claims: Any claim where the injured worker is out of work for more than three days.
- 3) When a worker is injured, he/she will receive no wage replacement benefit for the first three days of disability. The employee shall use accrued sick leave in order to make his/her paycheck "whole". If the disability is greater than fourteen days, then the waiting period is

waived. Worker's Compensation benefits are based on 60% of the employee's average weekly wages.

- 4) Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodations requests in writing to the Director of the library. The Director will consider the request in accordance with its American with Disabilities Act policy.

Library Director's Benefits

- 1) The Library Director position will receive benefits at the same level as the Town Assessor, Town Planner, Police Chief, Fire Chief, Recreation Director, and Public Works Director.
- 2) In addition to the above listed benefits, the Library Director will also receive life insurance equivalent to his/her respective salary and disability insurance.

Sick Leave

- 1) Every full-time, permanent employee shall be entitled to Sick Leave with full pay on the basis of the formula given below and computed at the end of each complete month of service. Employees will not be paid for unused Sick Leave.

Days Per month	Days Per Year	Maximum Accumulation
1 ½	18	13.5 days

- 2) A physician's certificate for all Sick Leave in excess of three (3) sequential working days may be required.
- 3) Temporary Part Time Status Due to Illness
 1. After using all available Leave, including Leave of Absence Without Pay, a permanent full-time employee may request, in writing, a return to work, in a part-time capacity, when necessary because of medical need. The employee will be paid for the number of hours worked at that employee's usual rate and can accrue sick time and vacation time proportional to time worked per month. (For example, if the employee works 4 hours per day, per week for one month, that employee accrues 6 hours or one half the usual amount of sick time.)
 2. While working part-time, the employee will continue to pay his/her own portion of benefits, including dental, health, and life insurance, as will the employer.

3. The Temporary Part Time Status may be continuous from one (1) day to three (3) months. The Director, with approval of the Board of Trustees, may grant extensions of the Temporary Part Time Status.
4. At the end of the Temporary Part Time Status, the employee shall be reinstated in the same status as held prior to this Temporary Part Time Status, unless arrangements are made to the contrary, prior to granting the Temporary Part Time Status.
5. Failure on the part of the employee to report promptly for full time work at the expiration of Temporary Part Time Status may be cause for disciplinary action, including dismissal.

Sick Leave Bank

- 1) A Sick Leave Bank will be established for the use of those full-time staff members who wish to participate and who have exhausted their own sick leave. Staff members may join by signing an Authorization Statement donating two sick leave days to the Bank. The donated days will be subtracted from the staff member's sick leave and added into the Sick Bank account.
- 2) The Sick Leave Bank will accumulate days from year to year. After the Bank has a balance of twenty (20) days, members will be asked to donate only one (1) day each year. They may donate more if they wish.
- 3) The Sick Leave Bank shall be administered by the Director. The Director shall determine when it becomes necessary to replenish the Bank, and, when this is determined, he/she will ask the staff for additional days.
- 4) The Director will decide, case by case, to whom the sick days will go, based on the seriousness of the reason and the financial need of the participant.
- 5) The initial grant of leave shall not exceed ten (10) days and may be used as partial days. The period may be extended by the Director for additional days.

Special Leave

- 1) Personal Leave
 1. Full-time, permanent employees shall be allowed three (3) days leave in each calendar year for his/her personal use, which shall not be deducted from other leave accruals. Personal Leave is not intended to be used as extensions of a holiday or a vacation period but, in the event that circumstances should require such use, the Library Director may ask the employee for a brief description of the circumstances

which necessitated such use. Any absence from work for which sick leave is paid or leave of absence is granted shall not constitute a break in the service record.

2) Family and Medical Leaves of Absence (FMLA)

1. An employee is eligible to request an FMLA leave if he/she has been an employee of the Exeter Public Library for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) month period immediately preceding the leave.
2. Subject to the requirements described in this policy, an eligible employee may request and will be granted up to twelve (12) workweeks of unpaid FMLA leave during any twelve (12) month period for one or more of the following events:
 - a. The birth and first year care of a child
 - b. The placement of a child for adoption or foster care in the employee's home within 12 months of the placement
 - c. The care of the employee's spouse, child or parent with serious health condition
 - d. The employee's serious health condition which renders him/her unable to perform the functions of the employee's position
 - e. The care of the employee's spouse, son, daughter, parent, or next of kin who is a covered service member and recovering from a serious illness or injury sustained in the line of duty while on active duty
 - f. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation
 - g. The Exeter Public Library has the right to designate FMLA leave any time an eligible employee requests time off for a qualifying reason. For example, if an eligible employee suffers a work related injury that qualifies as a serious health condition, the Library has the right to designate any time away from work as FMLA leave.
 - h. For purposes of calculating the amount of FMLA leave an eligible employee may request, the term "during any twelve (12) month period" means a rolling twelve (12) month period measured backward from the date requested leave will be used.
 - i. The taking of FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this policy shall entitle any employee who returns from leave to the accrual of any seniority or additional employment benefits during the period of leave.
 - j. Unless one of the exceptions in the law applies, an employee who takes

a FMLA leave for the intended purpose of the leave shall be entitled, on a timely return from the leave and completion of all required documentation, to be restored to the position of employment held when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

- k. At the election of the eligible employee, any group health plan as defined by the FMLA will be maintained for the duration of the FMLA leave and at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for his/her share of the premium. While on an unpaid FMLA leave, the employee will be responsible for paying this part of the premium by submitting payment to the Director on or before each regular payday. The employer may recover its share of the premiums for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the employee fails to return to work (or returns but fails to stay 30 calendar days) for reasons other than the continuation or onset of a serious health condition entitling the employee to leave under paragraph b above or other circumstances beyond the employee's control. Certification of inability to return to work as specified and allowed by the FMLA leave will be required.
- l. An employee must substitute any accrued paid leave for any unpaid FMLA leave, as permitted by the FMLA regulations. Upon exhaustion of any accrued paid leave, the remainder of any FMLA leave will be unpaid. In no case will the combination of paid and unpaid leave used for a FMLA purpose exceed twelve (12) workweeks in any twelve (12) month period as defined herein. Accrued paid leave will start with the following and continue until all accrued leave has been exhausted: Sick time will be used for maternity leave, serious health condition or injury of the employee. Vacation/Personal Leave shall be used for the care of a child and spouse after birth or adoption/foster care of a child, care of a spouse, child, parent or next of kin due to a serious health condition or injury.
- m. FMLA leave for the birth/care of a child or for the placement of a child for adoption or foster care must be taken within the twelve (12) month period which starts on the date of such birth or placement. Regardless of when such leave begins, it will end no later than the end of the twelve (12) month period. Unless specifically permitted, FMLA leave for these purposes cannot be taken on an intermittent or reduced leave schedule.
- n. An eligible employee who foresees that she/he will require a leave for a birth/care of a child, or for the adoption or foster care placement, must notify the Director in writing not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the employee

must provide as much written notice as is practicable under the circumstances, generally within two (2) working days of learning of the need for leave.

- o. An employee who foresees the need for a leave of absence due to a planned medical treatment for him/her or for his/her spouse, child, or parent, should notify the Director in writing as early as possible so that the absence can be scheduled at a time least disruptive to the Library's operations. Such notice should be at least thirty (30) calendar days in advance of the start of the leave, unless impracticable, in which case the employee must provide the written notice as early as circumstances permit, generally within two (2) working days of learning of the need for leave.
- p. If the requested leave is to care for a spouse, child or parent who has a serious health condition, the employee will be required to file with the Director in a timely manner a health care provider's statement that the employee is needed to care for a son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed for such care.
- q. If the requested leave is because of a serious health condition of the employee that renders him/her unable to perform the functions of his/her position, the employee will be required to file with the Director a health care provider's statement as allowed by the FMLA.
- r. Subject to the limitations allowed by the FMLA, leaves taken under paragraph b above may be intermittently or on a reduced leave schedule when medically necessary, provided a health care provider certifies the expected duration and schedule of such leave and provided further that where such leave is foreseeable based upon planned medical treatment. The employee may be required or may elect to transfer temporarily to an available alternative position for which the employee is qualified and that has the equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.
- s. An employee on an approved leave under this policy must inform the Director every seven (7) days regarding his/her status and intent to return to work upon conclusion of the leave. In addition, an employee must give written notice as soon as practicable (within two business days if feasible) if dates of leave change or are extended or initially were unknown. If an employee takes leave because of their own serious health condition, the employee will be required to submit a fitness-for-duty certificate before returning to work.
- t. The taking of another job (including self-employment) while on FMLA leave or any other authorized leave may lead to disciplinary action, up to and including termination of employment.
- u. In any case where there is reason to doubt the validity of the health care provider's statement or certification for leaves taken under section b

above, the Library may, at its expense, require another second and third opinion, as specified by the FMLA, to resolve the issue.

- v. The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993, and any terms used from the FMLA will be as defined in the Act or the U.S. Department of Labor (DOL) regulations. To the extent that this policy is ambiguous or contradicts the Act or DOL regulations, the language of the Act or regulations will prevail.

Unauthorized absence

- 1) An absence of any employee from duty for a single day or part of a day that is not authorized by a specified grant of leave of absence under the provisions of these regulations, will be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee who absents themselves for three (3) consecutive days without leave shall be deemed to have resigned.

Military Leave

- 1) It is the Library's policy to grant leaves of absence without pay to regular full-time employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States.
- 2) If you are in the military reserve, you will receive the required time off to complete your training and your drill obligations. You must present a copy of your official orders or instructions to the Director. This information shall be made a part of your permanent personnel record.
- 3) If you enlist or are recalled to active armed forces duty, for a time period beyond normal annual training and drill obligations, you have certain re-employment rights prescribed by statutes with which the Library will comply.
- 4) The rate of pay and other benefits of the employee on return from the military leave of absence will be the same as if the employee had worked continuously with the Exeter Public Library in the job held when such special leave was granted. You must notify the Director of your availability to return to work.
- 5) The Library reserves the right to place another employee in your position for the duration of the military leave of absence. Every effort will be made to place you in your previous position. If this is not possible, you will be placed in a position with comparable status, pay and responsibility.

Maternity Leave

- 1) Any full time employee who becomes pregnant may, subject to the Library Director's approval, remain employed during said pregnancy, so long as said employee obtains a doctor's statement that she is able to perform all of the duties of her job adequately.
- 2) It is the duty of said employee to provide to the doctor with a copy of the duties for which she is responsible under her job description.
- 3) The Library Director may also require that said employee obtain a doctor's statement by a doctor chosen by the Library at the Library's expense that such employee is capable of performing all duties of her job description.
- 4) If conflicting opinions are rendered by the two doctors, a third doctor's opinion shall be obtained from a doctor mutually agreed upon by the Library and said employee at Library expense.
- 5) Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery from shall entitle the employee to sick leave.

Bereavement Leave

- 1) Full-time employees are entitled to bereavement leave at full pay, not to exceed three (3) working days between the date of death and the time of the funeral, inclusive, for a death in the immediate family.
- 2) For the purpose of administering the provisions of the bereavement leave, immediate family shall mean: spouse, parent, brother, sister, child, father-in-law, mother-in-law, step-parent, step-child, step-brother, step-sister, or a person living within the household.
- 3) An employee is entitled to bereavement leave at full pay for one (1) working day for the purpose of attending the funeral of a grandchild, grandparent, brother-in-law, sister-in-law, aunt or uncle.
- 4) Special leave of up to three (3) days may be granted by the Library Director to an employee in the event of the death of a person whose death presents special immediate family commitments.

Jury Duty and Witness Leave

- 1) The Library considers it a civic duty to serve on a jury if summoned and will grant you leave in order to serve. Employees summoned for jury duty will be paid their regular rate of pay.

The employee must turn into the Library the pay provided by the government for jury service excluding mileage. The employee must show the jury summons to the Director as soon as the notice is received.

- 2) While serving on a jury, you are expected to call the Director daily to advise them of your status. In addition, you are expected to return to your job if you are excused from jury duty during regular working hours.

Witness Leave

- 1) All employees summoned to testify in court are allowed time off for the period they serve as witness. In general, witness leave is unpaid unless you are a witness in a case involving the Library.

Leave of Absence for Victims of Crime

- 1) The Library will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For purposes of this policy, a victim is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.
- 2) Employees may also qualify for leave under this policy if they are part of the immediate family of a homicide victim or part of the immediate family of a child under the age of 18 or an incompetent adult who is the victim of a crime. For purposes of this policy, immediate family means the father, mother, stepparent, child, stepchild sibling, spouse, civil union partner, grandparent, or legal guardian of the victim, or a person who is otherwise in an intimate relationship with and residing in the same household as the victim.
- 3) An employee needing time off under this policy should notify the Director as far in advance as possible. The employee may be asked to submit copies of the notices of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence. The Library will maintain any such notices or records in confidence, and will disclose them only on a need to know basis.
- 4) The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions of this policy will typically be granted unless the leave of absence would cause an undue hardship on the Library. An undue hardship for purposes of this policy means significant difficulty and expense. In determining whether an undue hardship may exist, we will consider the size of our operations, the employee's position, and our need for the employee to be at work.

- 5) Leave taken under this policy is unpaid, although an employee may elect to use his/her accrued, unused vacation time, sick leave or personal days.

Leave of Absence with Pay

- 1) The Library Director may authorize salary payments to employees whose Leaves have been approved, in order to permit them to attend school, visit other governmental agencies, or in any other approved manner to devote themselves to improvement of the knowledge or skills required in the performance of their work, or for any other acceptable reason as determined by the Library Director. Requests under this section must be made to the Library Director in writing. All benefits shall remain in full force and effects during the Leave of Absence with Pay.

Breaks

- 1) The normal full day's work consists of 8 hours of paid work and ½ hour of unpaid lunch break time. This ½ hour of unpaid time must be taken. It can either be taken on or off the premises. There will be times, however, when employees must remain in the building on their floor for lunch breaks. Longer lunch breaks will be allowed at the discretion of the Supervisor.
- 2) Although it is not a requirement to give other breaks during the day, the library does, whenever possible, allow a short 10 to 15 minute break after 4 hours of work with an approval from the Supervisor.
- 3) Employees must be excused by their Supervisor for any off-premises activities including lunch and breaks.

Snow Days and Emergency Closures or Delayed Openings

- 1) In the event of a storm or emergency which forces the early closure or the delayed opening of the Library or causes the Library to remain closed for the entire day, all full-time employees will be paid for their scheduled hours.
- 2) All part-time employees will be paid if it is their regularly scheduled day and they work more than 21 hours a week.
- 3) Part-time employees who work less than 21 hours a week and are notified of the library closing before they come to work, will not get paid. At the discretion of the library director, they may make up their scheduled hours within 2 weeks of the library's closing.

- 4) Any part-time employee who reports to work at the employer's request, will be paid at least 2 hours at the regular rate.

Vacations

- 1) Priority for vacation leave shall be allocated in preference by seniority and full-time status.
- 2) Full-time personnel shall receive paid vacation as follows:

After one (1) year	five (5) work days
After two (2) years	ten (10) work days
After five (5) years	fifteen (15) work days
After ten (10) years	twenty (20) work days
After fifteen (15) years	twenty-five (25) work days

- 3) The Library Director shall receive paid vacation as follows.

After six (6) months	ten (10) work days
After three (3) years	fifteen (15) work days
After ten (10) years	twenty (20) work days
After fifteen (15) years	twenty-five (25) work days

- 4) Part-time personnel shall not receive paid vacations unless they were employed and received paid vacations before 9/89. The length (pro rata) shall remain constant.
- 5) Vacations shall be extended to compensate for holidays falling within each vacation period. Unused vacation time shall not be carried over from year to year. Any employee who, by virtue of reaching his/her anniversary date between October 15th and December 31st, shall earn additional time until April 1st of the following year or as described in the respective collective bargaining agreements.
- 6) All requests for vacations must be submitted in writing to their immediate supervisor at the earliest possible time. The request must be dated with the date of the request, so that, in the event of more than one person from a department wanting vacation at the same time, a first-come, first-served policy can be applied. If two people from the same department present simultaneous requests for the same period, length of service will prevail. The policy shall apply regardless of whether time is given with pay or without pay. Requests for single vacation days must be handled in the same way, as well as requests for whole or half personal days. Less than half a day personal time does not need to be requested in writing.

Holidays

- 1) All full-time employees shall be entitled to the following paid holidays, plus any other holidays the Board shall determine from time to time.

- 2) Holidays include: New Year's Day, Columbus Day, Civil Rights Day, President's Day, Veteran's Day, NH Memorial Day (school's), Thanksgiving Day and the following day, Christmas Day, Independence Day, and Labor Day.

Resignations

- 1) Resignations should be submitted in writing, with one (1) month's notice for full-time employees and two (2) weeks for part-time. Any employee who is absent from the assigned work place or shift for three (3) consecutive days without leave shall be deemed to have resigned.

Exit Interview

- 1) All staff members leaving employment from the EPL, will have an exit interview with the members of the personnel Committee. The staff member can request the presence of any or all of the members to be present at this exit interview.

Demotions

- 1) If a staff member fails to fulfill the duties and responsibilities of a position, that individual may be placed in a lower grade position. Substantial information shall support this contention for action to be taken. Previous warning and a reasonable opportunity to improve shall be given. Salary shall be reduced to that of the new level.

Dismissal

- 1) A staff member may be dismissed for inefficiency or incapacity, insubordination, offences against the law or for similar just cause. He/she must receive a majority vote of dismissal from the Board. Severance pay shall be determined by the length of time worked.
- 2) The Library Director shall obtain Board approval before dismissing any employee. Severance pay in lieu of notice may be given upon the discretion of the Board of Trustees.

Lay-offs

- 1) Staff members may be laid off as a result of financial retrenchment or the discontinuance of services. It will be the responsibility of the Library Director and the Board of Trustees as to which staff member/s will be laid off and when.

Mandatory Retirement

- 1) Effective July 1, 1979, Chapter 420, SB69, State of New Hampshire: An act to prohibit the mandatory retirement of public and private employees.

Evaluation Guidelines

1) Purpose:

Personnel evaluation provides an opportunity for an employee's supervisor to evaluate the employee's work habits, performance and accomplishments. Objective evaluations can maintain and improve performance, provide constructive feedback, identify training needs, and maintain an open two-way communication between supervisor and subordinate.

2) Scope

All persons employed on a full-time or part-time permanent basis by the EPL will receive a performance evaluation yearly on his or her anniversary date.

The Director shall be evaluated each year.

Employees placed on extended, disciplinary or administrative probation shall be formally evaluated every three (3) months.

3) Roles and Responsibilities

The Board of Trustees shall be responsible for the evaluation of the Library Director with two (2) Trustees present at the Library Director's evaluation interview if requested by the Director.

The Director shall be responsible for the evaluation of the Department Heads.

The Department Heads shall be responsible for the evaluation of their department members.

4) Mechanics

The rating will be done using the supplied form in ink or typed. The Library Director, subject to the approval of the Board of Trustees, shall be responsible for the methods of evaluation, the forms required and the periodic review required.

Employees reaching an anniversary date entitling them to a step raise shall be evaluated before the effective date of the step raise.

The reviewer will review the employee's job description and job behaviors for the rating period and limit the rating to this period. The review will cover the entire rating period, not just the most recent or the most memorable activities.

The reviewer will review the previous evaluations for any goals, objectives or projects assigned at that time.

Give the employee a blank evaluation form two to four weeks before the interview so that the employee can be familiar with the form and able to do a self-evaluation before the evaluation interview if they wish. Give the employee a copy of the completed evaluation at least two days prior to the interview. Employees are encouraged to prepare any questions and/or goals for the interview. Staff can request the presence of a Trustee or another staff member of their choice at their evaluation interview.

Immediate supervisors shall conduct an employee interview in order to review each item on the Personnel Evaluation with the employee. The interview should have a developmental effect allowing the supervisor and the employee a means to develop goals or projects to be listed under the "Future Goals" section of the Evaluation. The employee may and should add comments to the report. Both employee and rater must sign the form. The employee's signature does not necessarily indicate agreement with the supervisor's rating, only that the evaluation is received. In the event that the employee requests clarification of any points, such clarification shall be provided in writing, initialed by the supervisor and employee, and copies attached to all copies of the evaluation.

A copy of the Personnel Evaluation will be provided to the employee, a copy will be filed with the Trustees Personnel Committee and the original will be kept in the employee's personnel folder. The Personnel Evaluations are confidential and should not be accessible to anyone except the employee's Department Head, the Library Director, the Board of Trustees and the employee.

Each Personnel Evaluation will be made within the context of the employee's job description. Each rating shall be solely on the total performance of the individual. It would not be fair to evaluate an employee based on one task he/she has done notably well or poorly. The evaluation shall be based on the employee's total record of reliability, skill, knowledge, capability and other relevant factors. While not perfect, Personnel Evaluations can be a fairly objective means for providing a positive influence to motivate future performance of employees and recognize past performance.

Employees placed on probationary or warning status shall be evaluated every three months.

Grievance Procedure

- 1) Any employee aggrieved because of conditions of employment shall have the right, and shall be expected to appeal the grievance to the Trustees through the following steps.
- 2) The employee shall discuss the complaint with the Director.

- 3) The Director will respond in writing within 14 days. The response will explain the position of the Library and offer options for substantive resolution of the complaint.
- 4) If the response by the Director does not satisfactorily resolve the issue, the employee may appeal the decision within 15 calendar days after receipt of the response to the Board of Trustees.
- 5) Within 15 calendar days after the receipt of the appeal, the Board of Trustees will meet with the employee to discuss the issue and the possible resolutions. Within 15 calendar days after that meeting, the Board of Trustees will respond in writing with a final resolution of the issue.

Disciplinary Policy

1) Disciplinary Process and Cause for Discharge, Suspension, and/or Dismissal

It will be the policy of the Trustees of the Exeter Public Library to exercise fair, impartial and progressive discipline, including investigations and hearings, to insure the development and/or corrections of its employee's job performance. Should such steps fail to produce a productive, cooperative and qualified employee, the Trustees shall exercise the right to terminate the employee for disciplinary reasons and/or failure to meet the requirements of the position, based on just cause and thorough investigation. It is the duty of the Department Head at the Annual Performance Evaluation to document any positive or negative incidents in accordance with the current EPL rating system.

2) Types of Infractions

Infractions which may be subject to disciplinary actions include, but are not limited to, the following:

1. Conviction of a crime or misdemeanor under any statute, law or ordinance.
2. Refusal to obey, resulting in the violation of any EPL regulation, rule, order, instruction or memorandum.
3. Insubordination (defined as "an Unwillingness or refusal to submit to proper authority").
4. Disobedience of a lawful order from proper authority.
5. Neglect of duty.
6. Inefficiency, (defined as "not producing the effect intended or desired; not capable of performing adequately").
7. Arrogance, violence, indignity, or indecent, profane, or unnecessarily harsh language to the public or to other employees and /or to Trustees.
8. Negligence in the care of public property.

9. Use, possession of, or under the influence of, alcohol or drugs while on or reporting for duty.
10. Consistent failure to be at the appointed work place, ready to work, at the scheduled starting time, without just cause.
11. Falsifying any Town or Library record or report.
12. Disregard of safety rules and/or specific instructions.

3) Types of Discipline

Verbal Warning: A Verbal Warning may be given to any employee by a supervisor. This action is generally taken to correct an infraction. A memo is made and kept on file for 1 - 3 months. If the action has been corrected, then the memo will be discarded. If not corrected, the memo will be used to support a Written Warning. (11-2018)

Written Warning: A Written Warning may be given to any employee by a supervisor. This action is a written notice of an error or infraction and a directive to correct the deficiency. The notice will have a suspense date for corrective action and a note will be made on the record if the deficiency is corrected

Disciplinary Probation: An employee whose Annual Performance Evaluation is less than satisfactory may be placed on probation for a period of six (6) months with an evaluation every three (3) months. During that time, employee will not receive his/her step increase in pay. If other disciplinary action is necessary during this time, the employee may be demoted or dismissed. If no perceptible improvement is noted in the employee's performance at the end of the probationary evaluation period, demotion or dismissal proceedings will take place.

Demotion: The Trustees, after a thorough investigation, may reduce an employee to a lower employee classification and pay plan for inefficiency or incapacity, insubordination, misconduct or immoral conduct, intoxication, criminal actions, failure to maintain a satisfactory evaluation or other similar just cause.

Suspension: Suspension without pay may be invoked by the Trustees, after a thorough investigation, for an act or omission that jeopardizes the work of the Library, or for a violation of library policies including these adaptations of the EPL Personnel Policy.

Administrative Suspension: The Director may place an employee on Administrative Suspension with pay with the Trustee's approval for an indeterminate period when said employee has been charged with, but not convicted of, a felony or a federal violation. The Director may also relieve an employee from duty for the remainder of a tour of duty for any violation of rules, regulations, procedures or policies if there is sufficient cause to assure that the continuation of the employee on duty would cause serious or irreparable damage to persons, property or self. Such suspension will be immediately

reported to the Trustee Chairman who will cause an immediate investigation to be conducted and proper action to be taken.

Dismissal: Dismissal action will be taken only by the Trustees after a thorough investigation and shall be in accordance with the provisions of this adaptation of the EPL Personnel Policy.

4) Notification

Notification of action taken under Sections 2 through 5 and 7 shall be in writing and signed by the Trustees Chairman and by the employee with a copy placed in the employee's Personnel File. If the employee refuses to sign or accept the notification, a notation to that effect will be made to the original, signed by the Trustee Chairman and placed on file in the employee's Personnel File along with the copy.

5) Trustee's Authority

The EPL Board of Trustees shall serve as the final authority in all disciplinary matters.

6) Removal/Discharge of an Employee / Severance Pay

No Employee of the Exeter Public Library shall be discharged or removed from office except by the Board of Trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform his/her duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons shall be prepared by the Board of Trustees, and signed by a majority of the Board and notice thereof shall be given to the employee not less than fifteen (15) days nor more than thirty (30) days prior to the effective date of the discharge or removal. Upon receipt of this notice and within thirty (30) days thereafter, but not otherwise, the employee may request a public hearing. If such a request is made, the Board of Trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than thirty (30) days after the receipt of the request for the same. If the Trustees, upon due hearing, shall find good cause for the discharge or removal of said employee, they shall order his/her discharge or removal from office. There shall be no change of salary of such employee during the proceedings for discharge or removal or until final effective date of the order for discharge or removal.

Severance pay, in lieu of notice, may be given at the discretion of the Board of Trustees.

If severance pay is deemed necessary, it shall be no more than two (2) weeks.

Sexual Harassment Policy

The Board of Trustees is committed to maintaining a workplace environment for all employees that is free of sexual harassment. According to Title VII of the Civil Rights Act of 1964, amended in 1972, sexual harassment is illegal in the United States. The Trustees will view harassment allegations with great seriousness. Any employee found to have been engaged in sexual harassment will be disciplined firmly and strictly and may be terminated if the severity of the offense so warrants. The Exeter Public Library will not tolerate the harassment of its employees by any patron, EPL Trustee or town official. Harassment of a sexual nature is a violation of various state and federal laws, which may subject the individual harasser to liability for any such unlawful conduct.

According to the NH Revised Statutes Annotated 354-A7-V, harassment on the basis of sex constitutes unlawful sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment.
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's working environment.

Employees who feel they have been sexually harassed, whether by speech or by conduct, are asked to state directly and quickly to the person involved that such actions and words are not welcome. Employees who feel they have been sexually harassed in these ways are also urged to report incidents promptly to their Department Heads or the Director. EMPLOYEES WILL NOT SUFFER RETALIATION BY THE EXETER PUBLIC LIBRARY OR BY THE TOWN OF EXETER FOR MAKING SUCH A REPORT.

The Department Head shall direct an investigation into any such complaints and complete the investigation within ten (10) working days. Both the complainant and the subject of the complaint will be advised of the conclusions of the investigations and of any corrective action that is taken.

Patrons, EPL Trustees and elected town officials who violate this policy are subject to expulsion from the Exeter Public Library. EPL Trustees who violate this policy will be expelled from the Board of Trustees. The Exeter Public Library may report the violators to the appropriate authority for civil or criminal action.

Employees who have concerns and/or questions concerning sexual harassment and its meanings are urged to speak with their Department Heads or the Library Director.