

WERNERSVILLE PUBLIC LIBRARY ASSOCIATION

PERSONNEL POLICY

1. JOB DESCRIPTION

Each library staff position shall have a job description that states the function, responsibilities and requirements of that particular job. A probationary period of six months will be served. Upon successful completion, the employee will be granted permanent status by the board.

2. SALARIES

Employees will be compensated based on job requirements, employee's background and experience, and funding availability. Each employee's salary is reviewed annually by the Library Board.

3. PTO

PTO = Paid Time Off

Effective January 1, 2017: The Library Director will receive 15 PTO days per year, to be used within the calendar year. As well, the currently employed Children's Coordinator will receive six (6) PTO days per year, after one year of service, to be used within the calendar year. Additionally, currently employed Library Clerks will receive four (4) PTO days per year, after one year of service, to be used within the calendar year. PTO days may be utilized for *personal leave, professional and educational leave, emergency leave, and family medical leave*. Request for PTO days to be taken for the purpose of vacation or personal leave must be submitted to the Library Director two (2) weeks prior to use. PTO requests are left up to Library Director's discretion for permission to use. (Please reference **8. WORK SCHEDULE**.)

Any hourly personnel hired as of June 8, 2016, will receive no PTO days.

4. UNPAID LEAVE

Requests for unpaid leave will be addressed on a case by case basis. No unpaid personal leave will be granted until all PTO days are used.

5. EFFECTIVE PERFORMANCE

Each position is reviewed annually. When necessary, the Library Director will advise the employee of the standards required and provide a plan of action to help achieve these standards. Failure to improve performance will result in referral to the Board of Directors, who will determine what action will be taken.

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6. ATTENDANCE AND PROMPTNESS

To provide prompt and efficient service, the library depends on all employees to be on the job promptly and consistently. Failure to notify the Library Director of lateness or absence may result in loss of compensation and/or disciplinary action up to and including termination. Employees are responsible for their own transportation to and from the library, as well as to attend any programs, meetings, etc, as required by their position.

7. DRESS CODE

Employees are expected to dress in an appropriately professional manner.

Jeans or denim pants are prohibited. Closed toes footwear must be worn at all times. Name tags (board recommendation in November 2014) must be worn for the duration of shift.

Employees are required to wear the Library-purchased name tag from the beginning of shift until the conclusion of shift. If employee loses name tag, employee is responsible for replacement cost (as designated by vendor) for a new name tag. Employee must notify Library Director of necessity of replacement at the beginning of first shift without name tag availability, with payment of new name tag in full upon replacement.

8. WORK SCHEDULE

The Wernersville Public Library Association has adopted a plan of flexible work schedules to accommodate the various scheduling needs of its employees. This system allows the Library Director to schedule staff around heavy work flow periods, employee vacations, and emergencies, which may require employee time off. With proper notice, an employee may be asked to vary his/her hours.

Employees must secure care of own children under the age of 10 while working. Employees whose children (under age 10) attend programs should be supervised by another adult while employee is working. Employees' children over age 10 are permitted in library unsupervised if they are able to entertain themselves while parent/guardian is working. Library Director will determine if presence of employees' children is a distraction from work.

9. WORK ENVIRONMENT

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It is the intent of the Library Board to provide all employees with a work environment that is pleasant and secure and correct any unpleasant or unsafe conditions. Employees are responsible to provide for their own safety and to be aware of potential hazards. Employees should report any conditions which create an unsafe environment.

10. RESIGNATION

Employees who voluntarily resign are asked to give at least two week's notice prior to their last working day. A signed letter of resignation stating the last working day date is required to be presented to the Board. An Exit interview may be scheduled by the Board.

11. SMOKING

In the interest of health and comfort, and in accordance with federal, state and local regulations, no smoking is allowed in the Library.

12. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Wernersville Public Library Association respects the dignity and rights of all individuals. In accordance with the law, library policy dictates the assurance of equal opportunity for all qualified persons without regard to race, color, religion, national origin, gender, age, handicap, or veteran status.

13. ALCOHOL AND DRUGS

It is the policy of the Wernersville Public Library Board to maintain a work environment free from the effects of alcohol and other drug abuse. Employees are expected to report to work in a condition to perform their duties in an efficient and effective manner. Failure to comply will be grounds for termination of employment.

14. CELL PHONE USE

Cell phones should not be in use nor visible during employees' work shift (this includes phone calls, texting, and internet use). If an emergency arises, please ask the Library Director to excuse oneself to make a phone call. In absence of Library Director, please use good judgment in excusing oneself to colleague who will be left to work at desk alone.

15. COMMUNICATING EMPLOYEE CONCERNS

Each employee is encouraged to express his/her concerns and questions regarding policies of the Library, its personnel practices, and treatment of employees. Employees

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are encouraged to communicate their grievances first to the Library Director, then to any member of the Board and will not under any circumstances be penalized for doing so.

16. HOLIDAY SCHEDULE

The Wernersville Public Library will be in operation every day with the exception of the following:

New Year's Day (January 1)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day and Christmas Day (December 24 and 25)

*Day before Thanksgiving – hours of operation shortened, closing at 4pm.

*New Year's Eve Day – hours of operation shortened, closing at 4pm.

17. WORKER'S COMPENSATION

Any work-related injury must be reported immediately and any required paperwork documenting such injury must be completed and submitted to the Library Director within 24 hours of the injury.

18. SECURITY

All employees should be aware of the sensitivity of documents and personal information. Employees are responsible for protecting information and not sharing it with the public.

19. Wernersville Public Library Nepotism Policy (4/11/2018)

This policy applies to all individuals regardless of status, position or department. We use the term "relatives" to refer to any person who has a relation by blood or marriage within the third degree with an employee or board member. We also include people who live together in a domestic partnership or children who were adopted. This includes: parents, step-parents, grandparents, in-laws, spouses or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews.

We aim to keep our hiring process free of discrimination. We may hire a person who is related to one of our current employees or board members if we consider that person the best fit for a position. We may also accept referrals from employees and board members.

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We also recognize that favoritism or conflict of interest may occur when managers are involved in a process with their relatives.

To avoid such incidents or suspicions of favoritism and conflict of interest, we establish and enforce the following anti-nepotism policies:

Employees and board members who are related must not be involved in a supervisory/reporting relationship with one another.

Employees and board members can not be transferred, promoted or hired inside a reporting relationship with a relative.

Employees and board members can not be part of a hiring committee, when a relative is considered for the position.

If a previously unreported relative relationship is discovered, one individual will be transferred. If incidents of favoritism or conflict of interest have occurred, both individuals will be subjected to disciplinary actions that range from reprimand to termination for cause.