



Personnel Policy

Personnel Policy- Agreement Form

Please read the following statements, then sign below and return to the Library Director for inclusion in your personnel files.

Acknowledgement & Understanding of Policy Handbook

I have received, read, and will abide by the conditions set forth in the Fleetwood Area Public Library Policy Handbook. I understand that the policies and benefits described herein are subject to change at the discretion of the Fleetwood Area Public Library Board of Trustees at any time, and that I remain bound by such changes.

At-Will Employment

I further understand that my employment is at-will, and neither I nor the Library has entered into a contract regarding the position, hours, or duration of my employment. I am free to terminate my employment with the Library at any time, with or without reason. Likewise, at its discretion, the Library has the right to terminate my employment, discipline, transfer, or demote me at any time, with or without reason. No Library employee can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Fleetwood Area Public Library Board of Trustees.

If I have questions regarding the content or interpretation of anything in this Personnel Policy Handbook, I will bring them to the attention of the Library Director.

NAME (PRINTED):

DATE: _____

EMPLOYEE SIGNATURE:

Personnel Policy

I. STAFF The staff consists of the Library Director, Business Manager, Youth Services Coordinator, and Library Clerks as required.

A. QUALIFICATIONS

1. The Library Director must meet the certification requirements of the Commonwealth of Pennsylvania.
2. Library Clerks must meet the requirements set forth by the Library Director and approved by the Board of Trustees.
3. The Business Manager will have working knowledge of current accounting practices.
4. The Fleetwood Area Public Library is committed to the policy that all persons shall have equal access to employment. The Fleetwood Area Public Library does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation or veteran status.
5. All staff members must maintain the following security clearances: FBI Clearance Check, PA Child Abuse History, and PA Criminal Record Check. A copy of all valid clearances will be kept in the employee's personnel file.
6. All staff members must complete the Mandated Reporter training.

B. EMPLOYEE CODE OF CONDUCT

1. All employees are expected to arrive on time for their scheduled shift. If an employee is consistently late more than five minutes for their scheduled shift, disciplinary action may result. If an employee is unable to work their scheduled shift, the Library Director must be notified as soon as possible via telephone (but no later than two hours prior to the scheduled shift) in order to adequately schedule staff based on the library's needs.
2. All employees must be properly groomed and appropriately dressed in business casual attire (jeans are acceptable but must be free of holes or tears) when working inside the library or representing the library in the community. The Library Director reserves the right to send home an employee for inappropriate attire.
3. The use of illegal drugs or alcohol during an employee's shift is strictly prohibited. Employees are also prohibited from being under the influence of illegal drugs or alcohol at any time during their shift. Any violation by an employee may result in immediate termination as determined by the Library Director.

4. Any form of sexual harassment (verbal or physical) is an unlawful employment practice and will not be tolerated by the Fleetwood Area Public Library. Any violation by an employee may result in immediate termination as determined by the Library Director. If any employee feels they are a victim of harassment, they should report the incident in writing to the Library Director.
5. Personal belongings should be safely stored in the cabinets and closets provided by the Library. The Library is not responsible for loss or theft of personal property.
6. Confidentiality of patron and library records must be maintained by all employees. Employees are prohibited from discussing non-public Library financial and user information with anyone not affiliated with the Library. No one may remove or make copies of any Library records, reports, or documents without prior approval from the Library Director.
7. All employees are expected to maintain a professional and pleasant disposition while interacting with patrons, volunteers, and other staff members.
8. Cell Phones should be in vibrate or silent mode. Cell phones should only be used in emergency situations.

C. JOB DESCRIPTIONS (ARE ATTACHED AT THE END OF THIS POLICY)

II. HOURS

- A. **OPERATIONAL:** The library will be open a minimum of 45 hours weekly, including at least 7 hours on Saturday.
- B. **WORK:** Library clerks are assigned hours of work by the Library Director as approved by the Board of Trustees and are subject to change based on the needs of the library. Schedules for the upcoming month will be posted at least two weeks in advance.

III. LIBRARY CLOSINGS

- A. **HOLIDAYS:** All employees shall receive pay for the holidays that fall on his/her scheduled days of work. Holidays that fall on Saturday will be split amongst the staff at a rate of 1 hour/employee. The Business Manager is not eligible for Saturday Holiday Pay. The library will be closed on the following holidays (Subject to change each year with Board Approval)

1. New Year's Eve & Day
2. Martin Luther King Jr Day
3. Memorial Day & prior Saturday

4. Independence Day & prior Saturday (if it falls on Friday or Monday)
5. Labor Day & prior Saturday
6. Thanksgiving Day & Friday following Thanksgiving Day
7. Christmas Eve & Christmas Day

B. **WEATHER:** In case of inclement weather, the Library Director will close the library at his/her discretion. The Library Director will be responsible for informing the public through WFMZ and Social Media. Employees will not receive pay on days/times when the library is closed due to weather emergencies, unless the employee has been approved for telecommuting as outlined in the Work From Home Policy.

C. **OTHER EMERGENCIES:** The library may be closed for other emergencies including but not limited to: damage to the library, extended power outages, and medical or health emergencies as defined by the PA Department of Health. **Employees will be paid their normal scheduled hours only if the library closes due to a local, state, or federal government mandated shutdown.**

IV. WAGES:

All wages are set by the Board of Trustees, meet federal Minimum Wage Law, and are reviewed annually on a calendar year basis. All employees are considered hourly employees and are paid bi-weekly. All required federal, state, and local deductions will be made. All employees are required to sign up for direct deposit.

V. TELECOMMUTING: To protect our workforce and ensure business continuity during a health crisis such as, but not limited to, the COVID-19 pandemic, the FAPL has a work from home arrangement for certain employees, as outlined in the “Work From Home Policy.”

VI. STAFF MEETINGS AND INSERVICE TRAINING:

- A. **STAFF MEETINGS:** Staff meetings will be scheduled throughout the year. Attendance is mandatory and staff will be paid for their time at these meetings.
- B. **STAFF TRAINING:** Additional training opportunities may be presented throughout the year. Fees and expenses for attending workshops, seminars, conferences, continuing education, and other library-related meetings will be compensated at the discretion of the Board of Trustees.

VII. LEAVES:

A. PAID TIME OFF

1. All employees, with the exception of the Library Director, shall receive paid time off as follows:
 - a. Date of hire to first year anniversary = none
 - b. Year 2 - 3 = time equal to average number of hours worked per week (Total hours worked for previous year/52)
 - c. Year 4-9 = two times the average number of hours worked per week (Total hours worked for previous year/52 X 2)
 - d. Year 10 & up = three times the average number of hours worked per week (Total hours worked for previous year/52 X 3)
2. The Library Director will determine paid time off for each employee at the beginning of the calendar year and notify staff of their paid time off balance and when it will become available.
3. Up to two weeks vacation time may be carried over to the following year. Additional vacation time not taken will result in a loss of paid time off.
4. Requests for leave longer than one week should be presented to the Board President a minimum of 2 weeks in advance for approval, except for emergencies which will be handled on a case by case basis.
5. Upon retirement/termination of employment, employees shall be paid for all earned vacation days at the current rate of pay at the discretion of the Board of Trustees.

B. LEAVE OF ABSENCE: A leave of absence without pay is not to exceed six weeks. Medical certification by a physician is required for extended times. A letter must be submitted in writing to the Board of Trustees in order for a leave of absence to be approved. It is expected that the employee will remain in contact with the Library Director and Board of Trustees as to an anticipated date to return to work. Employees requiring an extended leave of absence, in excess of six weeks, may make a formal written request to the Board of Trustees for consideration. Such request shall be accompanied by all medical reports and prognoses deemed necessary by the person making the request to support the request. Submission of such a request does not guarantee that such request will be granted. Each request submitted shall be evaluated on an individual basis while taking into consideration the ongoing operational needs of the library. This decision remains the sole discretion of the Board of Trustees.

C. **SICK LEAVE:** No employees are eligible for sick leave.

VIII. RESIGNATIONS: Staff members must submit a resignation letter in writing to the Library Director a minimum of 14 days in advance. The Library Director must submit a resignation letter in writing to the President of the Board of Trustees a minimum of 30 days in advance.

IX. TERMINATION PROCEDURE: Termination is an action initiated by the Library Director and approved by the Board of Trustees. Termination will be in writing to the employee. Causes of termination include, **but are not limited to the following:**

1. Unsatisfactory probation period
2. Falsifying or misusing records, including work application
3. Violation of confidentiality
4. Theft or misuse of library funds, equipment or property
5. Absence from work without notification or reason for 2 or more working days
6. Discourteous treatment of the public, patrons, volunteers, co-workers
7. Inappropriate behavior
8. Being verbally or physically abusive to patrons, volunteers, or coworkers.
9. Non-performance of duties resulting in injury to the library or patrons, volunteers, and co-workers.
10. Violation of any of the Employee Code of Conduct policies listed above in Section 1.B.
11. Receipt of 2 warnings for the same infraction during any 12 month period
12. Receipt of 3 warnings for any violation during any 12 month period. The date of the third warning will be the employee's last day of employment.
13. Failure to return to work following a leave of absence

X. AUTHORITY: Administration of personnel policies is the responsibility of the Library Director and the Board of Trustees. These policies may be reviewed and Revised as needed.

XI. PROBATIONARY PERIOD: All newly hired library employees will be given a probationary period of 3 months. A review of the employee's job performance will be made to determine the continuation of employment.

XII. REVIEW of JOB PERFORMANCE: The Board of Trustees will evaluate the Library Director annually. The Library Director will evaluate the Library Clerks, Business Manager and Youth Services Coordinator annually.

- A. Areas designated as needing improvement will be re-evaluated in 6 months.
- B. Failure to bring these areas up to approved standards after 6 months will result in the employee being put on probation.

C. After 3 months on probation, the employee will be re-evaluated. Failure to reach approved standards by this time may result in termination.

Reviewed and revised by the Fleetwood Area Public Library Trustees, 8/25/93; 12/3/96; 8/27/97; 4/20/99; 6/20/2000; 8/21/2001; 7/16/2002; 5/17/2005, Revised 3/18/08, 8/21/2012, 11/19/2019, 8/19/2020, 2/16/2021, 3/21/2023

Reviewed by the Fleetwood Area Public Library Board of Trustees, May 25, 1994, 10/24/95, 11/24/98, 11/16/10, 7/19/11, 9/17/13

General Hiring Policies

The Board of Trustees is responsible for recruiting, interviewing, and hiring the Library Director. The Board of Trustees will approve the staff size, salary ranges, and job descriptions. The Library Director is responsible for recruiting, interviewing, and hiring new staff within those parameters. The Board of Trustees and Library Director will not hire a relative of a Board member for a staff position during the tenure of the Board Member. Hiring relatives of current employees for regular staff positions is at the discretion of the Library Director and the Board of Trustees. All staff are considered part-time employees and work 20 hours or less per week with the exception of the Library Director. The Library Director is considered a full-time employee and works 36 hours per week. No employee will be eligible for any medical, dental, vision, or any other insurance benefits. No employee will be eligible for any retirement benefits.

I. CLEARANCES:

- A. The Library will comply with all federal and state-mandated employee background checks, which include a Pennsylvania Child Abuse History Clearance, FBI Fingerprint Background Check, and the Pennsylvania State Police Background Check. Employees will also be required to complete the Mandated Reporter Training.

II. EQUAL OPPORTUNITY:

- A. The Library provides equal opportunity to qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, disability, or genetic information. Further, the library adheres to all local, state, and federal laws and regulations affecting recruitment, hiring, and employment.

III. AMERICANS WITH DISABILITIES ACT:

- A. The Library complies with the Americans with Disabilities Act. The Library does not discriminate against qualified individuals with a disability in job application procedures, hiring, advancement, discharge, compensation, or job training. The Library offers reasonable accommodations to qualified applicants and employees that do not impose an undue hardship on the Library.

IV. VERIFICATION OF EMPLOYMENT:

- A. In compliance with the Immigration Reform and Control Act of 1986, the Library completes and retains a Form I-9 for each individual it hires for employment in accordance with current legal requirements to verify the identity for all employees in the United States.