

Schuylkill Valley Community Library Personnel Policy

I. Staffing

- A. The staff shall consist of a library director, youth librarian, library assistants and clerks.
- B. Qualifications
 1. The library director must meet certification requirements of the Commonwealth of Pennsylvania (PA Library Code).
 2. The Youth Librarian must meet the requirements established by the library director, and must be approved by the board of directors
 3. Library assistants and clerks must meet the requirements established by the library director, and must be approved by the board of directors.

II. Performance Evaluation of Staff

- A. Library Director
 1. A written evaluation will occur annually.
 2. This evaluation will include a self-evaluation that is completed by the library director as well as an evaluation that is completed by the members of the evaluation committee. The evaluation committee will consist of members of the board of directors.
 3. A meeting will be held by the evaluation committee with the library director to discuss the written evaluation.
 4. An unsatisfactory evaluation will result in a three-month probation period. If performance remains unsatisfactory after 2 three month probation periods, dismissal is warranted.
- B. Youth Librarian, Library Assistants and Clerks
 1. Library assistants and clerks will complete a self-evaluation followed by a meeting with the library director to discuss their performance on an annual basis.
 2. The library director will notify the board of directors of any unsatisfactory evaluations for the purpose of making further determinations.

III. Employee Conduct

- A. Dress and Behavior
 1. Employees are expected to dress in accordance with the Dress and Grooming policy of the Library.
 2. Professional behavior is expected at all times.
 3. Library business and personnel concerns are not to be discussed with the public.
 4. Derogatory comments about the SVCL should not be made to the public, or within public earshot.
- B. Absences
 1. Each employee is responsible to arrive at work on his/her scheduled work day.

2. In the event of an emergency or illness, the employee should attempt to give a two-hour minimum notice to the library director and library staff on duty.
3. If an employee has accumulated 5 occasions of absences within a rolling twelve-month period, the library director will meet with the employee to discuss the absenteeism. Corrective actions up to and including termination may be warranted.

C. Tardiness

1. Employees are expected to arrive and be prepared to work promptly at their scheduled time.
2. If an employee finds that they will be tardy, they are responsible for contacting the library director and staff on duty.
3. The library director will address excessive tardiness (more than 3 times in a given month) and take appropriate action.

D. Grievances and Staff Problems

1. The library director's grievances and problems should be directed to the board of directors.
2. Library assistants' and clerks' concerns should be directed to the library director.
 - a. If those concerns are not resolved, they should be directed to the board of directors.

IV. Termination of Employment

A. Resignation

1. Written notice should be given to the board of directors at least two weeks prior to the effective date of resignation.

B. Dismissal

1. An employee will be terminated after two formal notices of unsatisfactory performance reviews. SVCL is an "at will" employer allowing for termination at any time with or without cause.

V. Filling Vacancies

A. Library director

1. Vacancies for the library director will be advertised through the Reading Eagle, the Kutztown University Placement Office and the Berks County Listserv.
2. A committee consisting of board members will be appointed to review applicants and interview candidates.
 - a. The committee will report its findings to the entire board of directors.
 - b. The board of directors will hold a vote to hire.

B. Library Assistants and Clerks

1. Vacancies will be advertised in the library and on the library website. Advertising can extend beyond the library if needed.
2. The library director will interview and select candidates for hire.

VI. Personnel Records

- A. All employee records will be kept confidential.
- B. The bookkeeper will keep employee time sheets.

VII. Hours and schedules

A. Library Hours

- 1. The library will be open 45 hours per week in accordance with state code.
- 2. The library's schedule for holiday closures will be approved by the board of directors annually.

B. Library Director

- 1. The library director will work 35 hours per week.
- 2. The library director will work in the library a minimum of 20 hours per week, during operating hours. The remaining hours will be spent at meetings, workshops, trainings and remote work.
- 3. The library director will ensure library coverage when he/she is unable to work for any reason. The board president and/or vice president will be notified of any significant schedule change.
- 4. Notification of intent to take 35 consecutive hours or more of paid time off must be presented to the board of directors at least two weeks prior to the desired time off.

C. Library Assistants and Clerks

- 1. The library director will prepare the schedule for all employees to ensure library coverage.
- 2. The library director will approve/deny requests for time off.

D. Weather Closure

- 1. Emergency weather closings will follow the Schuylkill Valley School District closings during daytime hours.
- 2. Evening and Saturday closings will be at the discretion of the library director.
- 3. The library director will notify the board president and/or vice president of all weather related closings.
- 4. The library director will inform the media of library closure.

VIII. Compensation

- A. All wages will be established by the board of directors.
- B. Wages will be reviewed annually at the time of budget preparation.
- C. Wages will be paid every two weeks on a Wednesday. If payday falls on a holiday, pay will be received the day before the holiday.
- D. Full time employees will be paid for all board approved holidays. Employees averaging 35 hours per week are considered full time.

IX. Staff Development

A. In-Service Training

1. The library director may attend professional meetings and conferences with board approval, at the library's expense, but not to exceed the budgeted allotment for professional development.
2. Any additional conference money requests that exceed the budgeted allotment will need to be approved by the board of directors.
3. If the conference or meeting is held on a working day, the library director will receive wages as per normal hours scheduled for that day.
4. Mileage will be paid at the current IRS rate per mile for special approved conferences and meetings.

B. Professional Affiliations

1. PALA membership will be paid for the library director.

X. Staff Benefits

A. If serving jury duty, full time employees will be compensated for the difference between jury pay and regular wages if jury duty falls on a regularly scheduled workday.

B. Medical benefits are available for the library director only.

C. Leave and Benefits

1. Paid leave

- a. Full time employees will receive 40 hours of paid leave annually.
- b. Accrual of leave will begin after the probationary period has been satisfactorily completed.
- c. Paid leave will accrue per pay period. I removed the rate because it varies.
- d. Paid leave will total 80 hours after three continuous years of employment and 120 hours after five continuous years of employment.
- e. Unused paid leave hours may accumulate to a maximum of 80 hours.
- f. Unused paid leave days are reimbursable at the time of separation.

2. Paid Sick Leave

- a. Full time employees are eligible for five days of paid sick leave per year.
- b. Paid sick leave may accumulate to a maximum of 10 days.
- c. Unused sick days are not reimbursable.

3. Uncompensated leave

- a. Personal leave for all staff will be considered on an individual basis.
- b. Maternity/paternity leave will be granted for a maximum of 12 weeks.

XI. Review

- A. This policy shall be reviewed and approved every 3 years by the board of directors.
 - B. Each employee will review and provide written acknowledgement of this policy upon hire and during their annual performance review.

XII. Corrective Actions:

1. verbal warning, expectations addressed with 1st verbal warning

2. verbal warning & documented note in folder, expectations addressed
3. sit down meeting, PIP, potential dismissal

Dismissal:

1. If all corrective action steps have been taken to address the issue and it is not resolved, this will result in termination.