

# CHARLOTTE HOBBS MEMORIAL LIBRARY

## Personnel Policy

### PURPOSE

This Policy provides guidance regarding the CHML's responsibilities to and expectations of the staff, who are the library's principal resource for fulfilling its mission to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community.

### DEFINITIONS

**Board** – The Board of Trustees of the CHML.

**Director** – An employee hired by the Board of Trustees as library Director to manage and promote the CHML, or the Acting Director if the position of Director is vacant.

**Full-Time** – Work by an employee that averages 38 or more hours per week for a year.

**Hourly Employee** – Any hourly employee hired by the Director or the Board for a long- or short-term position approved by the Board and paid on an hourly basis for hours worked.

**Salaried Employee** – Any employee hired by the Director or the Board and paid by salary.

### POLICY

#### 1. Responsibilities of the Director.

- a. Administration: The Director has sole responsibility for the administration of the CHML and shall:
  - i. Be responsible to the Board in matters pertaining to and concerning the CHML;
  - ii. Attend monthly Board meetings; and
  - iii. Prepare and present such reports and meeting documents as requested by the Board.
- b. CHML Finances: The Director shall maintain financial records in an efficient manner; present periodic reports to the Board and the Town governing body; provide input as requested to the Development Committee in its preparation of the draft annual budget to be presented to the Board; and assist the Board with presentation of the adopted request for appropriation to the Town governing body.
- c. Staff and Volunteers: The Director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy, and be responsible for preparing annual performance assessments for library staff, and as needed for volunteers. The Director works closely with and supervises the other employees, and conducts or arranges in-service training as needed. The Director may request funding for such purposes, as well as for their own professional development.

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- d. **Library Collections:** The director shall have responsibility for collection development for all materials in the CHML, including their selection, ordering, processing, weeding, and inventory, according to the CHML's Collections Policy.
  - e. **Library Policies:** The director will recommend changes or additions to library policies as needed, and perform preparatory work to assist the Board with regular library planning.
2. **Wages.** Hourly employees are paid at least the State of Maine minimum wage. The Board sets compensation for all employees.
3. **Scheduling.** The Director sets the work schedule for the CHML staff. This schedule may be adjusted as the Director sees fit to accommodate the needs and resources of the CHML and its employees. Employees are expected to attend any staff meetings scheduled by the Director, and are compensated for this time.
4. **Probation.** All employees serve a three-month probationary period before permanent status is obtained.
5. **Resignation and Retirement.**
- a. A library employee wishing to resign or retire from employment must notify the Director or the Board as soon as practicable. The CHML requests one month notice for the Director, and a minimum of two weeks' notice for other employees.
  - b. Resigning/retiring employees must submit a formal, written resignation statement giving the exact date that employment is to terminate. Between the time of notice and the time when employment ends the Director will conduct a final performance appraisal for other employees, and the Personnel Committee will conduct a performance appraisal for the Director.
  - c. If the employee is entitled to benefits (such as earned, unused paid time-off) a lump sum payment will be made to the employee upon the end of employment.
6. **Paid Time-Off Days for Hourly and Part-Time Salaried Employees.**
- a. Hourly and part-time salaried employees who work a weekly average of 20 hours or more in any fiscal year are entitled to paid time-off as follows in the next fiscal year:
    - i. Unless otherwise approved by the Board, paid time-off is not available until completion of an initial 6 continuous months of employment.
    - ii. After an initial 6 continuous months of employment in which the employee works a total of 475 hours or more, 46 hours of paid time off for the then current fiscal year.
    - iii. Continuing through the first 4 years of employment in which the employee works 950 hours or more: 46 hours of paid time-off in the following fiscal year.

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- iv. During the 5<sup>th</sup> through 9<sup>th</sup> years of employment in which the employee works 950 hours or more: 84 hours of paid time-off in the following fiscal year.
  - v. During the 10<sup>th</sup> through 14<sup>th</sup> years of employment in which the employee works 950 hours or more: 122 hours of paid time-off in the following fiscal year.
  - vi. Starting in the 15<sup>th</sup> year of employment, and each year thereafter in which the employee works 950 hours or more: 160 hours per fiscal year.
  - vii. The Board of Trustees can approve additional days of paid time-off for part-time employees based on merit and length of service.
- b. Unused paid time-off does not carry over to the next fiscal year.
  - c. Fiscal years in which an employee works less than a weekly average of 20 hours/week (i) will not entitle the employee to paid time-off in the next fiscal year, and (ii) will not count toward reaching the next step of increased paid time-off.
  - d. Employees will not lose prior year credit toward reaching the next step of increased paid time-off due to a gap in employment at the CHML provided that (i) there is only one such gap, and (ii) the gap is no more than two years in duration.

**7. Paid Time-Off Days for Full-Time Salaried Employees.**

- a. Salaried employees whom the CHML classifies as “Full-Time” (if any) are entitled to compensation for paid time-off as follows:
  - i. Unless otherwise approved by the Board, paid time-off is not available until completion of an initial 6 continuous months of employment.
  - ii. After the initial 6 continuous months of employment, 84 hours of paid time off for the then current fiscal year.
  - iii. Continuing through the first 4 years of Full-Time employment: 84 hours of paid time-off in the following fiscal year.
  - iv. During the 5<sup>th</sup> through 9<sup>th</sup> years of Full-Time employment: 122 hours of paid time-off in the following fiscal year.
  - v. Starting in the 10<sup>th</sup> year of employment, and each year thereafter in which the employee is employed Full-Time: 160 hours per fiscal year.
  - vi. The Board of Trustees can approve additional days of paid time-off for full-time salaried employees based on merit and length of service.
- b. Unused paid time-off does not carry over to the next fiscal year.
- c. Years in which an employee is not Full-Time will not count toward reaching the next Full-Time step, but will count toward the next part-time step along with all full-time and part-time years of employment.

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- d. Employees will not lose prior year credit for reaching the next step of increased paid time off due to a gap in employment at the CHML provided that: (i) there is only one such gap, and (ii) the gap is no more than two years in duration.
8. **Paid Time-Off at Separation.** An employee who leaves employment at the CHML after at least 6 months of employment will be entitled to compensation for the pro-rated amount of paid time-off accrued for the year of separation, as follows:
- a. Accrued paid time-off for the year of separation will include 8 hours, plus the pro-rated balance of the employee's paid time-off entitlement (after deducting the 8 hours) in that year, based on the number of pay periods worked that year prior to the date of separation divided by 26.
  - b. Any balance due the employee for accrued time-off not taken during the year of separation will be added to the employee's final check; any deficit owed the CHML for paid time-off taken beyond the amount accrued for the year of separation will be deducted from the final check.
9. **Benefits.**
- a. The CHML does not provide employees with health care benefits, paid sick leave or disability leave.
  - b. Employees shall receive their pay for typical hours worked when serving jury duty and those hours count in the annual total for hourly and part-time employees.
  - c. Employees are entitled to the library's discount rate on the purchases of personal books and audio-visual materials.
  - d. Retirement. All employees may participate in the CHML Pension Plan after their probationary period. The CHML contributes 4% of the employee's income to the plan for all employees who work at least 1,000 hours in a calendar year and have completed six months of employment.
  - e. Statutory Paid Leave. If the CHML has ten or more employees, then all employees shall be entitled to one hour of paid leave for every 40 hours worked, up to a maximum of 40 hours of paid leave per year, for any reason and in addition to any designated vacation time. These hours will not accrue above 40 hours and will not carry over between fiscal years.
10. **Family Leave/Unpaid Leave.** All employees who have worked at the CHML for at least six months are entitled to take up to 12 weeks of unpaid leave during any 12-month period according to the U.S. Department of Labor's Family and Medical Leave Act.
- a. This Act authorizes leave for any of the following reasons:
    - i. Birth and care of the newborn child of the employee.
    - ii. Placement with the employee of a son/daughter for adoption or foster care.

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- iii. Care for an immediate family member (spouse, child, or parent) with a serious health condition.
  - iv. To take medical leave when the employee is unable to work because of a serious health condition.
- b. Leave of absence requests must be submitted in writing and approved by the Director. A request from the Director must be approved by the Board of Trustees. Requests for unpaid leave for any other purpose must be approved by the Board of Trustees.

**11. Military Leave:** Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave. The library can assure no loss of wages if the employee wishes to turn all earnings from the training period in to the library board. Benefits are not affected by a military leave as long as the leave stays within the fourteen-day parameter.

**12. Emergency/Holiday Closings.** All employees are paid for holidays and emergency-closed days.

- a. The Director determines whether the CHML will be open or closed in cases of inclement weather or other emergency.

- b. The CHML observes the following holidays:

i. New Year's Day	January 1 <sup>st</sup>
ii. Martin Luther King Day	January, third Monday
iii. Presidents' Day	February, third Monday
iv. Memorial Day	May, Last Monday
v. Juneteenth Day	June 19 <sup>th</sup>
vi. Independence Day	July 4 <sup>th</sup>
vii. Labor Day	September, first Monday
viii. Indigenous Peoples/Columbus Day	October, second Monday
ix. Veterans' Day	November 11 <sup>th</sup>
x. Thanksgiving	November, fourth Thursday
xi. Christmas	December 25 <sup>th</sup>

- c. Hourly and part-time salaried employees receive compensation only for those holidays and emergency-closed days that they otherwise would have worked, in an amount equal to the pay they would have received if the day had not been a holiday or emergency closure.

- d. Full-time salaried employees (if any) are paid for all holidays and emergency-closed days.

**13. Performance Evaluations.** The CHML uses periodic evaluations to give employees feedback on their performance and to determine their future responsibilities, as well as

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to provide an opportunity to discuss the employee's satisfactions, concerns, and future goals/ objectives.

- a. The Director shall evaluate staff members at least annually. A report of the evaluation is placed in the employee's personnel file. Employees shall have an opportunity to provide a self-evaluation in conjunction with the evaluation process and to respond in writing to the Director's evaluation.
- b. The Director is evaluated annually and in writing by the President of the Board of Trustees with notification to the Board.

**14. Termination/Reduction of Employment.** The CHML reserves the right to terminate or reduce an employee's hours for budgetary reasons or for reasons related to performance. In such cases, employees receive either two weeks advance notice of termination/ reduction or two weeks compensation (prorated according to their average hourly work week). In the event of illegal or criminal behavior by an employee, the CHML is not required to give advance notice or any compensation to the employee.

**15. Grievance Procedure.** Employees have the right to appeal any personnel decision to the Board of Trustees. Appeals must be made in writing and submitted within three months of the personnel decision at issue. Any appealed personnel decision will stand until the appeal is settled.

**16. Anti-Discrimination/Anti-Harassment.** The CHML is committed to providing a workplace that is free from discrimination and harassment, whether based on race, age, disability, sex, sexual orientation, or other protected category. Any such discrimination or harassment in the workplace is against the law and will not be tolerated.

- a. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment.
- b. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.
- c. When the CHML determines that an allegation of harassment is credible, it will take prompt and appropriate corrective action.

**Adoption:** This policy was adopted on April 17, 2015; and amended on July 28, 2021, March 16, 2022, April 27, 2022, April 19, 2023 and January 17, 2024.