Personnel Policy

It is the goal of the Board of Trustees to provide a safe and pleasurable working environment for all Village Library staff while meeting the goals of Village Library and serving the community.

The general policies set forth in the document apply to all library staff and volunteers or authorized Village Library committees while performing any duties for the Village Library.

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.

At-Will Employment

All employees of the Village Library are employed "at will." This means that either the employee or the Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice.

Nothing in this handbook or in any document or statement shall limit or modify the employment "at will" status of the Library's employees.

No manager or employee of the Library has the authority to enter into any agreement for employment for any specified period of time, to make any agreement for employment other than "at will", or limit or modify any employee's "at will" status.

Filling Vacancies

Library Director position: When searching for a new Library Director, a search committee will be appointed by the Board of Trustees to advertise the opening, review applications, and interview candidates. Standards for Library Director will follow Commonwealth of Pennsylvania Library Code requirements. (An overview of the requirements can be found here - Librarian Certification LibGuide.)

The BCPL System Administrator or District Consultant may be consulted to assist with the application process and posting of the vacancy.

When the search committee has made a selection from the various candidates for Library Director, they will present that candidate in person to the full Board of Trustees for final approval.

Staff positions: The Library Director is responsible for recruiting, interviewing and hiring new staff. The Board of Trustees will approve the staff size and pay ranges.

The Library Director will define and approve job descriptions for staff positions. The Board of Trustees will define and approve the job description of the Library Director.

The Board of Trustees and Library Director will not hire a relative of a Board member for a regular 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.

Equal Opportunity

The Library provides equal opportunity to qualified employees and applicants for employment without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status or veteran status. Further, the Library adheres to all local, state, and federal laws and regulations affecting recruitment, hiring, and employment.

Americans with Disabilities Act

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.

Verification of Employment

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.

Probationary Period

For every new employee, the Library Director will complete a performance review and evaluation after 90 days. This will constitute their "Probationary Period". During this probationary period, new employees will not be eligible to use vacation time.

Staff Roles

The staff consists of a Library Director, a Children's Librarian, and Library Aides. All staff are considered part-time employees, including the Director.

Staff Qualifications

- The Library Director must meet the certification requirements of the Commonwealth of Pennsylvania.

- Library Aides must meet the requirements set forth by the Library Director and approved by the Board of Trustees.
- The Village Library complies with the Americans with Disabilities Act. Disability will be a factor in employment decisions only when an individual is unable to perform essential job functions despite reasonable accommodation. This policy relates to all phases of employment, including but not limited to recruitment, employment, placement, promotion, demotion, termination, compensation and selection for training.
- All staff members must maintain the following security clearances: PA Child Abuse History, PA Criminal Record Check, FBI Clearance and Mandated Reporter Training. A copy of all valid clearances will be kept in the employee's personnel file.

Staff Responsibilities (Professional Attitude and Employee Conduct)

- The Library Director shall be responsible for implementing the Board of Trustees' adopted policies and goals. The Library Director will oversee the training of staff and volunteers.
- Staff are responsible for the tasks and duties outlined in their Job Description. Job Descriptions are kept on file in the library and updated by the Library Director, with final approval rights by the Board of Trustees.

- The primary responsibility of the library staff is to provide the community with exceptional customer service. All paid library staff, independent contractors, and volunteers play important roles in developing and maintaining good public relations with our community. All library users regardless of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status or veteran status are to be given the same high standard of friendly and courteous service.

- All staff members and volunteers should conduct themselves in a professional manner.

- All library property including computers, email, telephones and supplies are only to be used for official business, only. All staff members and volunteers should take care of equipment, furnishings and property. Work areas should be maintained in a neat and orderly condition with public areas straightened and materials put away promptly.

- Privacy - Although the individual privacy of the library staff is to be respected, staff would have no reasonable expectation that privacy rights extend to work-related conduct or use of library equipment, supplies, or property.

- Politics - Federal and state laws prohibit a staff member from using any official authority or influence to interfere with or to affect an election or nomination. One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for political purposes. Staff members may not conduct political related activities during work hours.

- Confidentiality - 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 the prior approval from the Library Director.

- Accidents and Emergencies - All accidents or emergencies must be reported immediately to the Library Director or Chair of the Village Library Board. Any unsafe conditions that may be potential hazards should be reported immediately. Each employee is responsible for following the proper procedure in case of fire, building evacuation, or other emergencies, as set forth in the Emergency Policy. Employees are responsible for knowing the location of the fire extinguisher, the first aid kit, and emergency procedures.

- Dress - 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.

- When representing the Library at events held off-site, dress appropriate to the event and location is desired. As needed, supervisors will discuss inappropriate dress with individual staff members. Accommodations will be made for art projects, outdoor activities, HVAC (heating, ventilation, air conditioning) malfunctions, etc.

- Scheduled Shifts - All employees are expected to arrive on time for their scheduled shift. If an employee is consistently late more than five times 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 phone/text (but no later than

two hours prior to the scheduled shift) in order to adequately schedule staff based on the Library's needs.

Hours

The Village Library will be open a minimum of 45 hours weekly.

Based on the current needs of the Library, the Library Director will work 50 hours per two-week pay period (25 hours per week) and will be considered a part-time employee. The Board of Trustees may revisit this part-time determination in the future, as needed, for full-time consideration.

The Library Director will be responsible for setting the weekly schedule for all Library Aides so that preferably two staff are on duty for each of the hours that the library is open to the public. The Director may adjust the staffing as needed due to unforeseen circumstances and will inform the board when an adjustment is made.

Off-site meetings, required continuing education courses, and travel time for required trainings will count as hours worked for all employees.

Closures

Holidays - The Village Library will be closed on the following holidays. These holidays are subject to change each year with Board approval. The Village Library does not pay employees for holiday closures. If one of the holidays below falls on a Sunday, the Library will be closed the Monday following (the day after).

- New Year's Day
- Easter Saturday (the day before Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday (the day after Thanksgiving)
- Christmas Eve
- Christmas Day
- New Year's Eve

Weather and Emergency Closure

In case of inclement weather or an emergency, the Library Director will close the Library at his/her discretion. The Library Director will be responsible for informing the staff directly. The Director will also inform the public through WFMZ and social media (Facebook specifically). Staff scheduled to work when a weather/emergency closure happens will not be paid for hours the Library is closed, but may reschedule additional hours in the same week to offset lost work hours due to closure.

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.

Professional Staff Development

The Library Director will attend all in-service meetings and workshops as required by the Berks County Public Library system. The Children's Librarian will attend if the Library Director cannot attend. The Director or Children's Librarian will be paid while attending these meetings as part of their regularly scheduled time. In addition, all employees working 20 hours or more per week are required to fulfill at least 6 hours of continuing education on a bi-annual basis.

Requests to attend workshops, seminars, conferences, and continuing education opportunities must be directly related to the employee's duties at the Library and should be reviewed and approved by the Director (for staff) and the Board of Trustees (for the Library Director) in advance of attending. Compensation will be reviewed and approved for all events at the discretion of the Board of Trustees.

Time Off

After the successful completion of a probationary period of 90 days (for new employees), each part-time employee who works a minimum of 15 hours per week will receive 25 hours of personal time to be used per calendar year. The allotment of hours will become available on January 1st and must be used by December 31st of the same year. Personal time may not roll over from year to year. Employees working fewer than 15 hours per week on a regular basis will not be eligible for paid time off.

Time off can be used in hourly, half day (3.5) or full day (7 hours) increments. Each employee must gain the Library Director's approval prior to scheduling vacation and planned time off. Time off should be recorded for all employees in a log by the Director.

If an employee retires or resigns, the Board of Trustees will consider paying an employee, at their current rate of pay, for unused time off at the Board's discretion. Terminated employees will not be paid for any unused time off upon their departure.

Leave of Absence

Leaves, including extended leaves, will be reviewed and granted by the Board on a case-by-case basis.

Jury Duty

If a library employee is assigned jury duty on a scheduled workday, the employee will be paid for the day(s) spent in court at the scheduled rate minus the jury compensation rate.

Review of Job Performance

The Children's Librarian and Library Aides will be evaluated by the Library Director annually. The completed evaluations are kept in the employee's personnel file. In the absence of a Library Director, the Interim Library Director will administer the evaluations.

The Board of Trustees will evaluate the Library Director annually.

For all staff being reviewed, including the Director, the following applies:

- Areas designated as needing improvement will be documented and re-evaluated in 3 months.
- Failure to bring these areas up to approved standards after 3 months will result in a Corrective Action Plan.
- After 3 months on the Corrective Action Plan, the employee will be re-evaluated. Failure to reach approved standards by this time may result in termination.

Resignations

Staff members must submit a resignation letter in writing to the Library Director a minimum of 10 business days in advance of the effective date. The Library Director must submit a resignation letter in writing to the President of the Board of Trustees a minimum of 20 business days in advance of the effective date.

Terminations

Prior to any termination for cause, the Board of Trustees will conduct an investigation, interview all concerned parties and take official action.

Immediate Termination

Immediate Termination is possible in some cases. Some instances for dismissal may include but are not limited to:

- Physical or verbal abuse and/or sexual harassment of a library patron or employee.
- Theft of or deliberate damage to library property or the property of a patron or employee.
- The release or misuse of information that is deemed confidential in nature into the hands of others who are not on the payroll or board of the Village Library or authorized to receive it by the board or the Library Director.
- Gross misconduct, which may include off-premises conduct which is illegal.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty
- Falsification of library records.
- Excessive absences, tardiness, or early leaves.
- Possession of explosives or weapons in library facilities. An exception will be made for properly permitted weapons, so long as the employee follows the PA State Police guidance on responsible firearm handling and storage, which states:

  While carrying, the firearm should be:

1. **Holstered securely:** A proper holster should fully cover the trigger guard, retain the firearm during movement, and allow for safe access.
2. **Under the carrier's control at all times:** The firearm must not be left unattended or accessible to unauthorized individuals.
3. **Concealed effectively:** The weapon should not be visible to others, in accordance with the terms of the License to Carry Firearms (LTCF).

Grievances

Dissatisfaction with alleged discrimination, unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of the Director. Employees can raise concerns without fear of retaliation. Informal resolution of disputes is encouraged. However, if a matter is deemed important, the following steps may be taken:

- The employee shall present the grievance in writing to the Director, who, after a discussion with the employee, shall attempt to resolve the matter and report the action to the employee. Written records shall be maintained in the personnel file. The grievance may go directly to the Board of Trustees if it involves malfeasance of the Library Director.

- In the event that a grievance is not settled by the Library Director, the appeal must be presented in writing by the employee to the Board of Trustees. The Board of Trustees shall review the case and vote on a recommendation. The Board Chair shall issue the decision in writing, which shall be final and binding to the employee.

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