

Updated: November 2023



PERSONNEL POLICY

Revisions

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Revised and July 2021

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1. 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.

2. Staff

The staff consists of the Library Director, Bookkeeper, Youth Services Coordinator, and Library Clerks as required.





2.1 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 **Bookkeeper** will have working knowledge of current accounting practices.
4. The Robesonian Community Library is committed to the policy that all persons shall have equal access to employment. The Robesonian Community 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.

Commented [1]: We do not have mention in this section for the Youth Services Coordinator. Do we need to add?

Commented [2]: Are we terming them clerks or aides? Job description notes aides.

2.2 Job Descriptions

Library Director	Bookkeeper	Youth Services Coordinator	Library Clerk
 LibraryDirector_JobDescription.docx	 Bookkeeper_JobDescription.docx	 YouthSvcCoordinator_JobDescription.docx	 LibraryAide_JobDescription.docx

3. 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.

4. Probationary Period

All newly hired library employees will be given a probationary period of 6 months. A decision will be made to end the period of probation or to extend the probationary period for an additional 3 months when further evaluation is warranted or to terminate employment. Any extensions of the probation period will be communicated in writing by the Library Director or the Board of Trustees.

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5. In-Service Training

Fees and expenses for attending workshops, seminars, conferences, continuing education, and other library-related meetings may be compensated at the discretion of the Board of Trustees. Written requests for compensation may be submitted to the bookkeeper with attached receipts.

6. Review of Job Performance

The Board of Trustees will evaluate the Library Director and Bookkeeper annually. The Library Director will evaluate the Library Clerks and Youth Services Coordinator annually.

- Areas designated as needing improvement will be re-evaluated in 6 months.
- Failure to bring these areas up to approved standards after 6 months will result in the employee being put on probation.
- After three (3) months on probation, the employee will be re-evaluated. Failure to reach approved standards by this time may result in termination.

7. Resignations

Staff members are requested to submit a resignation letter in writing to the Library Director a minimum of 14 days in advance. The Library Director is requested to submit a resignation letter in writing to the President of the Board of Trustees a minimum of 30 days in advance.

8. Terminations

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

9. Hours

9.1 Operational

Except for the cases of holidays and emergencies (see [Closing](#)), in compliance with the Berks County Library System Membership Agreement, the library will be open a **minimum** of 45 hours, including at least 7 hours on Saturday.

9.2 Work

Library clerks are assigned hours of work by the Library Director as approved by the Board of Trustees.

10. Closing

10.1 Holidays

Employees working 25+ hours per week are eligible for holiday pay that falls on his/her scheduled days of work. To receive such pay, the employee must work the last scheduled

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workday before the holiday and the first scheduled workday following the holiday, unless evidence of illness is presented, or other leave is scheduled in advance of the holiday. The library will be closed on the following holidays (Subject to change each year with Board Approval):

1. New Year's Eve & New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Christmas Eve & Christmas Day

10.2 Weather

The Library's policy is to follow the delays or building closures posted by the Conrad Weiser School District due to inclement weather.

All other decisions on closings shall be made by the Director. If the Library is open and an employee finds traveling impossible, the employee may take the day as personal leave or vacation. The Director must be notified if any employee will not be at work on time or decides to take the day as personal leave or vacation.

11. Leaves

11.1 Vacation

1. Annual allowance following 6 months from start of employment: one week of paid vacation shall be allowed to staff working a minimum of 25 hours per week. Following 1 full year of employment, two (2) weeks of paid vacation shall be allowed to each qualified staff member. Following five (5) years of continuous employment, three (3) weeks of paid vacation shall be allowed to each qualified staff member. Vacation time shall be according to the number of approved working hours: i.e. sixty (60) hours vacation annually for thirty (30) hours per week.
2. Vacation days, earned by qualified staff with less than five (5) years of service, shall be accumulated up to five days and carried over into the following calendar year, days not used will be lost. The 3rd week of vacation days earned by qualified staff, with five (5) or more years of service, may be used or paid out but not carried over into the following calendar year.

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3. Vacations must be requested in writing and will be arranged with the approval of the Library Director. Holidays falling during a vacation period are not counted as part of the vacation allowance.
4. Every attempt will be made to satisfy staff vacation requests; however, because our business is public service, compromise may be necessary. Only one (1) staff member may take vacation at one time in June, July and August.
5. Individual days must be requested at least one (1) week in advance.
6. Summer vacation requests (i.e. requests for vacation during June, July, and August) must be submitted by April 1st for the first workday after April 1st.
7. Other requests for partial or full weeks must be submitted at least two (2) weeks in advance.

11.2 Leave of Absence

A leave of absence without pay is not to exceed six weeks for the following reasons: medical and parental. Medical certification by a physician is required for extended times. A letter must be submitted in writing to the Board of Trustees 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.

11.3 Sick Leave

1. Annual sick leave allowance will be the equivalent of one week's worth of board approved working hours for all staff, and begins to accrue 90 days after hire: i.e. 24 hours annually for 24 hours per week.
2. Leave of absence may be granted at the discretion of the Board of Trustees.
3. Sick allowance cannot accumulate but each employee will have a new sick allowance time bank beginning January 1 each year. Sick time will be paid time and is unable to be made up.
4. Part-time employees who have worked less than 25 hours per week earn sick leave of 16 hours per calendar year.
5. If an employee exhausts his/her sick leave during the calendar year, he/she may not make up the additional time taken for illness without the written consent of the Director.
6. If an employee is unable to report for work, he/she is responsible for notifying the Library Director at least two hours prior to the employee's regular starting time. A medical certificate may be required to define disability, medical restrictions, and/or return to work, or if, in the opinion of the employer, an employee may be abusing sick leave.

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7. Employees with chronic or life-threatening illnesses, as deemed by a medical provider, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. They may do so as long as they are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others.

11.4 Personal Leave

Annual personal leave allowance will be the equivalent one week's worth of board approved working hours for all staff (i.e. 12 hours annually for 12 hours per week). Personal leave allowance cannot accumulate but each employee will have a new personal leave allowance time bank beginning January 1 each year. An average of workweek hours may be used for employees with a maximum of 16 hours. Personal time taken will be paid time and unable to be made up. Prior approval must be granted by the Library Director.

11.5 Funeral and Bereavement

A leave of absence up to three days is allowed to employees working 20 or more hours per week in the event of death in the immediate family. The employer considers the immediate family to be a spouse, parents, grandparents, siblings, children, grandchildren and parents of spouses.

11.6 Jury Duty

Leave with pay, less jury compensation, will be granted to employees working 30 or more hours per week who serve such duty.

11.7 Military Duty

Employees required to participate in training as part of their obligation in the Armed Services Reserves will be granted time off for a maximum of two weeks without pay. This leave will not affect any benefits including vacation.

12 Employee Code of Conduct

12.1 General Code of Conduct

1. All employees are expected to arrive on time for their scheduled shift. If an employee is late for three consecutive instances of 20 minutes for their scheduled shift, disciplinary action may result. If an employee is unable to work his or her 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 when working inside the library or representing the library in the community. In addition to the common professional standards associated with business casual attire, clothing with lettering/writing visible are prohibited, other than those promoting Robesonia/Berks County library services/policies. Jeans may be acceptable if they are free of holes, tears, excessive wear

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and worn above the hip line. Easily detectable/distracting fragrances are prohibited. Flip-flops and construction or hunting boots are also prohibited. The Library Director reserves the right to immediately end an employee's paid shift for inappropriate attire. Work may resume after the attire is altered to meet the director's satisfaction for professionalism or when the director otherwise sees fit. Extreme cases of the violation of this policy or violation more than three times in a calendar year are grounds for termination.

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 (unpaid) suspension as determined by the Library Director until an investigation is conducted.
4. Any form of sexual harassment (verbal or physical) is an unlawful employment practice and will not be tolerated by the Robesonia Community Library. Any violation by an employee may result in immediate (unpaid) suspension as determined by the Library Director until an investigation is conducted. Termination after a period of investigation/consideration of an incident is also permitted. If any employee feels he or she is a victim of harassment, the employee should report the incident in writing to the Library Director/The Board of Trustees.
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 and demeanor while interacting with patrons, volunteers, and other staff members.

12.2 Electronic Code of Conduct

Robesonia Community Library provides the Electronic Communication Systems to enable employees to conduct the business of the Library. These systems are Library property and are to be used for business related purposes. Limited appropriate personal use of these Electronic Communication Systems is permitted. Limited appropriate personal use means use that complies with the Library's policies (including its Solicitation and Distribution Policy), does not interfere with the employee's ability to perform his/her job, and does not consume significant resources or give rise to more than nominal cost. The Library has a right to monitor and access all Library-owned Electronic Communication Systems without permission of the employee to ensure compliance with the Library policies.

12.3 Internet Use

The Library provides Internet access to facilitate Library business. During business/work hours, Internet use should be for professional reasons and directly related to the business of the Library. Limited appropriate personal use of the Internet is permitted, consistent with the guidelines outlined above. Employees are responsible for using the Internet in an effective, ethical, and lawful manner. Excessive use of non-business-related Internet sites is to be avoided during business/work hours.