

**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 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 potential new hires must provide a copy of the following security clearances in order to be considered for employment: FBI Clearance Check, PA Child Abuse History, and PA Criminal Record Check.

### B. EMPLOYEE CODE OF CONDUCT

1. All employees are expected to arrive on time for their scheduled shift. If an employee is consistently late 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.

**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 Saturdays.

**B. WORK:** Library clerks are assigned hours of work by the Library Director as approved by the Board of Trustees.

**III. CLOSING**

**A. HOLIDAYS:** All employees shall receive pay for these holidays that fall on his/her scheduled days of work. The library will be closed on the following holidays:

New Year's Eve & Day  
Martin Luther King, Jr. Day  
Memorial Day & prior Saturday  
Independence Day & prior Saturday  
Labor Day & prior Saturday

Thanksgiving Day & Friday following Thanksgiving Day  
Christmas Eve & Christmas Day

**B. WEATHER:** In case of inclement weather, the Library Director will close the library at his/her discretion after notifying the President of the Board of Trustees. The Library Director will be responsible for informing the media. The library will follow the inclement weather schedule set by the Fleetwood Area School District. If there is a delay due to snow, the library will open at a delayed time. If schools are closed due to snow, the library will be closed.

**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.

**V. INSERVICE 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.

**VI. LEAVES:**

**A. VACATION**

1. All employees, with the exception of the Library Director, shall receive paid vacation as follows:
  - Year 1 = no vacation
  - Year 2 & 3 = time equal to number of hours worked per week
  - Year 4 thru 9 = two times the number of hours worked per week
  - Year 10 & up = three times the number of hours worked per week
2. 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 vacation pay.
3. Requests by the Library Director for vacation leave 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.
4. 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 the leave of absence to be approved. It is expected 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 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.

**VII. 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.

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

**IX. 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.

**X. 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 after 6 months.

**XI. REVIEW of JOB PERFORMANCE:** The Board of Trustees will evaluate the Library Director annually. The Library Director will evaluate the Library Clerks, Per Diem Library Assistant, 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, 9/19/2017**

**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**