

# Personnel Policy

## 1.0 STAFF

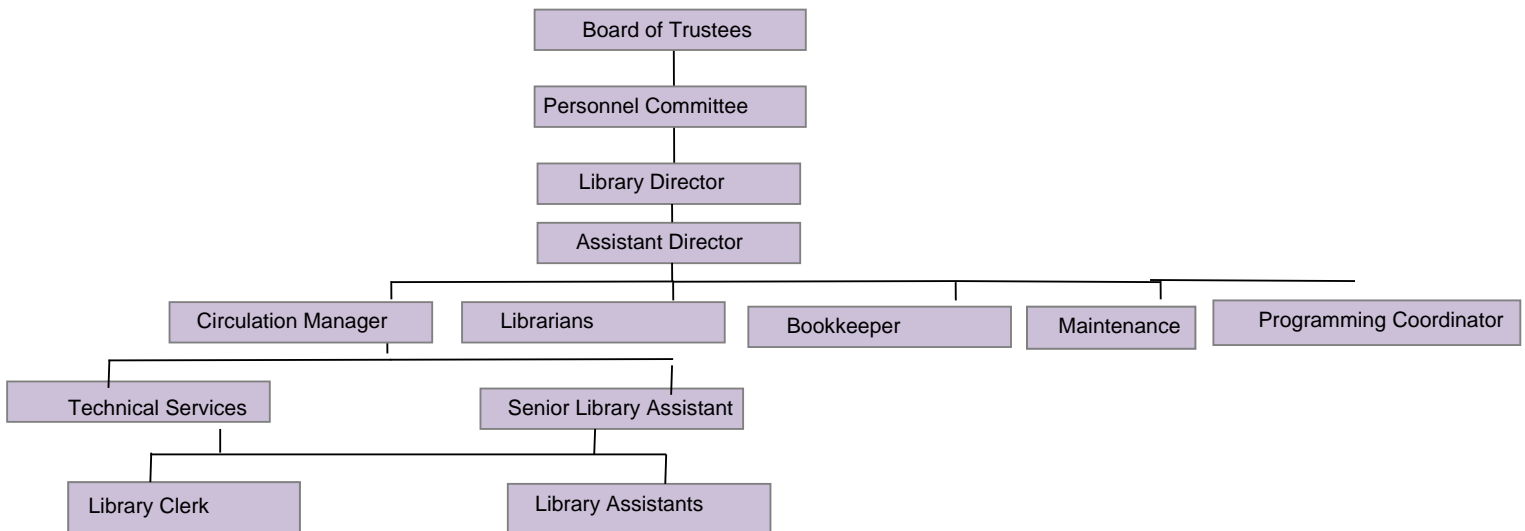
1.1 The staff of the library may consist of the following:

- 1.1.1.1 Library Director
- 1.1.1.2 Assistant Library Director
- 1.1.1.3 Circulation Manager
- 1.1.1.4 Librarian
- 1.1.1.5 Programming Coordinator
- 1.1.1.6 Technical Services Assistant
- 1.1.1.7 Senior Library Assistant
- 1.1.1.8 Library Assistant
- 1.1.1.9 Library Clerk
- 1.1.1.10 Book-keeper (contractual as needed)
- 1.1.1.11 Maintenance Personnel (contractual as needed)
- 1.1.1.12 Other positions, as needed

## 2.0 PERSONNEL COMMITTEE

2.1 The Personnel Committee shall consist of the President, the Vice President and the Treasurer of the Board of Trustees.

## 3.0 CHAIN OF COMMAND



## 4.0 PROBATIONARY PERIOD

4.1 Library employees will be given a probationary period of three months. After that period, the board and/or the Library Director will review performance.

## 5.0 NORMAL WORKING HOURS

5.1 Hours of operation – The library is open forty-seven to fifty-one (47-51) hours weekly.

5.2 Hours of Work – The Library Director shall be scheduled to work thirty-seven and a half (37.5) hours each week.

## 6.0 LIBRARY CLOSINGS

6.1 HOLIDAYS – Full-time, exempt salaried, and non-exempt salaried employees are eligible for fourteen (14) paid holidays, generally when the Library is closed.



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- New Year's Day
- President's Day
- Election Day—General Primaries
- Good Friday
- Holy Saturday
- Memorial Day
- Independence Day
- Labor Day
- Election Day—General Election
- Thanksgiving Day
- Thanksgiving Weekend (Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve

6.2 In the event these holidays fall on a weekend, the library may be closed on Friday, Saturday, and/or Monday in observance of the holiday. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence. If the library is closing to observe the holiday on a full-time, salaried exempt, or salaried non-exempt employee's regular day off, that employee will take his/her entitled holiday on another day during the week before or after the holiday. Approval of selected holidays will be at the discretion of the Director and based on library staffing needs. For example, if Christmas Eve falls on a Sunday, and the library recognizes Saturday as the Christmas Eve holiday and Monday as the Christmas holiday, a full-time, salaried exempt, or salaried non-exempt employee, who does not regularly work on a Saturday, may select a day off during the week before or after Christmas Eve as his/her entitled holiday.

## **7.0 COMPENSATION**

7.1 All salaries and wages shall be set by the Library Board and/or Library Director, shall meet Federal minimum wage laws, and shall be reviewed annually, on a calendar year basis. Salaries and wages shall be paid every two (2) weeks. All legally required deductions shall be made.

7.2 Worker's Compensation and Unemployment Compensation requirements are a responsibility of the Library Board.

## **8.0 PENSION PLAN**

8.1 The Library shall have a qualified non-contributory pension plan that covers all eligible employees. Only exempt salaried and non-exempt salaried employees are eligible for the retirement plan. Eligibility commences after three (3) years of service after the original date of hire. Contributions to the pension plan shall be determined annually on a calendar year basis by the Board of Directors, on a discretionary basis. These contributions will be no less than five (5) percent and no more than fifteen (15) percent of the total compensation of the eligible employees' wages.

## **9.0 OTHER BENEFITS FOR EMPLOYEES**

9.1 In-Service Training – The library staff will be reimbursed for fees and expenses, including mileage at the approved Federal rate for attending seminars, workshops, and other library related



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meetings approved by the Board and/or Library Director. Other expenses may be reimbursed at the discretion of the Board.

## **10.0 NOT AT WORK CONDITIONS FOR EMPLOYEES**

### **10.1 VACATION POLICY**

10.1.1 All employees except temporary or contractual employees are eligible for vacation allowances as described and set forth in this policy.

10.1.2 Vacation allowances will be granted, as far as practicable, in accordance with the desires of the employees; but the Library Director may allot paid or unpaid vacation or alter vacation schedules to ensure sound operation. Request for vacation shall be presented to the Library Director a minimum of two (2) weeks in advance for approval.

### **10.2 VACATION ALLOWANCES – SALARIED EMPLOYEES**

10.2.1 Exempt and non-exempt salaried employees will be entitled to vacation allowances as set forth below: Employees hired prior to September 1<sup>st</sup> will be entitled to one (1) week vacation after the end of their three (3) month probationary period, and one (1) week vacation on January 1<sup>st</sup> of the calendar year in which their first anniversary occurs.

10.2.2 Exempt and non-exempt salaried employees hired on or after September 1<sup>st</sup> will be entitled to one (1) week vacation on January 1<sup>st</sup> of the calendar year in which their first anniversary occurs.

10.2.3 All exempt and non-exempt salaried employees will be entitled to two (2) weeks vacation on January 1<sup>st</sup> of the calendar year in which their 2<sup>nd</sup> through 4<sup>th</sup> anniversaries occur; three (3) weeks vacation on January 1<sup>st</sup> of the calendar year in which the 5<sup>th</sup> through 9<sup>th</sup> anniversaries occur; and four (4) weeks vacation on January 1<sup>st</sup> of the calendar year in which the 10<sup>th</sup> and subsequent anniversaries occur.

10.2.4 An absence caused by a leave of absence granted to the employee by the Board of Trustees or caused by a temporary layoff will not be regarded as a break in continuous service when determining vacation allowances. However, employees will not accrue vacation during layoffs or leaves of absence in excess of six (6) months.

10.2.5 Upon resignation, retirement, death, or termination of employment, employees will be paid for any earned vacation allowance at the then current rate of pay.

10.2.6 Vacation allowances of employees are to be utilized in increments of vacation days, unless otherwise approved by the Director.

10.2.7 The Library encourages its employees to utilize all of their vacation allowances each year. Employees not able to take their allotted vacation in the year granted may carry over up to one (1) week's portion of the current year's vacation into the next calendar year.

### **10.3 VACATION ALLOWANCES – FULL-TIME and PART-TIME EMPLOYEES**

Full-time and Part-time employees will be entitled to vacation allowances as set forth below:



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10.3.1 Employees will be entitled to one (1) hour of vacation for each full fifty (50) hours worked during the prior calendar year until their service time, as outlined below, entitles them to vacation exceeding one (1) hour for each full fifty (50) hours worked. Vacation hours will start accruing on the employee's first day of employment; however, vacation time may not be used until the following year or during the three (3) month probationary period.

10.3.2 Vacation allowances, except as specified above, are granted as follows: Two (2) hours of vacation for each full fifty (50) hours worked during the prior calendar year after January 1<sup>st</sup> of the calendar year in which the 5<sup>th</sup> and subsequent anniversaries occur.

10.3.3 If a holiday falls during an employee's vacation period and that employee receives holiday pay, it will not be counted as part of that employee's vacation allowance.

10.3.4 An absence caused by a leave of absence granted to the employee by the Board of Trustees or caused by a temporary layoff will not be regarded as a break in continuous service when determining vacation allowances. However, employees will not accrue vacation during layoffs or leaves of absence in excess of six (6) months.

10.3.5 Upon resignation, retirement, death, or termination of employment, employees will be paid for any of that year's unused vacation allowance at the then current rate of pay. Upon resignation, retirement, death, or termination of employment, employees will not be entitled to a vacation currently being earned to be used the following year.

10.3.6 Vacation allowances of employees are to be utilized in increments of vacation days, unless otherwise approved by the Director.

10.3.7 The Library encourages its employees to utilize all of their vacation allowances each year. Employees not able to take their allotted vacation in the year granted may carry over up to one (1) week's portion of the current year's vacation into the next calendar year. Employees may not carry over vacation allowances from two (2) or more years prior.

#### 10.4 PERSONAL HOLIDAYS

10.4.1 Salaried employees shall receive pay for all holidays observed and an additional two (2) personal holidays each calendar year. Personal holidays shall be scheduled with the approval of the Library Director. Personal holidays are not cumulative from year to year. Personal days will not be paid as severance pay.

#### 10.5 MATERNITY/PATERNITY LEAVE

10.5.1 Maternity/paternity leave for employees is without pay and not to exceed six (6) months. Medical certification by a physician will be required for any extension beyond this time.

#### 10.6 SICK LEAVE

10.6.1 Exempt salaried and non-exempt salaried employees shall receive five (5) paid sick days per calendar year, accumulating to a maximum of four (4) weeks.

#### 10.7 JURY DUTY

10.7.1 Employees will be compensated for the difference between jury pay and regular wage if duty falls on regularly scheduled work day(s). If you are called for jury duty, you



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must notify your supervisor within 48 hours of receipt of the jury summons. We will permit you to take the necessary time off with pay. Compensation is paid between what you would earn on the job and earn during jury duty. On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Director. This document is used by the court.

#### 10.8 EMERGENCY LEAVE

10.8.1 Emergency leave may be taken without pay for five (5) days subject to approval by the Library Director; additional leave must have Board approval.

### 11.0 RESIGNATIONS

11.1 Muhlenberg Community Library operates under the principle of at-will employment. This means that neither you nor the Library has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Library at any time, with or without reason. Likewise, we have the right to terminate your employment, or otherwise discipline or demote you at any time, with or without reason, at the discretion of the Library.

11.2 For exempt salaried, non-exempt salaried, and full-time employees, we would appreciate four (4) weeks notice in the event of resignation. For part-time employees, we would appreciate least two (2) weeks notice. Upon resignation, retirement, death, or termination of employment, employees will be paid for any of that year's unused vacation allowance at the then current rate of pay, but will not be entitled to any vacation currently being earned to be used the following year. The Muhlenberg Community Library does not pay out any accrued but unused sick time at the termination of employment.

11.3 Resignations of the Library Director shall be submitted to the President of the Board of Trustees. Other resignations shall be submitted to the Library Director.

### 12.0 TERMINATIONS

12.1 If necessary, the Director or Board will conduct an investigation and interview all concerned parties and take all necessary actions. At least two (2) formal notices of unsatisfactory performance are required for Director or Board review.

### 13.0 GRIEVANCE PROCEDURES

13.1 Concerns regarding the Library Director should be directed to the Personnel Committee, while concerns of other employees are to be directed to the Library Director, and if unresolved by the Library Director, to the Personnel Committee.

13.2 Unresolved Board concerns are to be directed to the System Director for review and recommendation.

### 14.0 PERFORMANCE EVALUATIONS

14.1 The Board President and/or the Personnel Committee of the Board will meet annually with the Library Director to evaluate his/her performance. The Library Director will meet annually with each employee to evaluate his/her performance. These evaluations may be submitted to the Personnel Committee for review. These performance and evaluation reviews are to be placed in the employee's file and are confidential.

### 15.0 AUTHORITY

15.1 Administration of personnel policies is the responsibility of the Library Director and/or Board of Trustees.



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**16.0 GENERAL CONSIDERATIONS**

16.1 The provisions of this policy are subject to final interpretations of the Board of Trustees.

16.2 The Board of Trustees reserves the right to revise, change, terminate, or amend this policy. Employees will be notified of such actions as it pertains to them.

**17.0 RESPONSIBILITIES**

17.1 The Library Director and/or Board of Trustees is responsible for the administration of this policy.

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Reviewed by Board of Trustees 11/10/2003  
Reviewed by Board of Trustees 6/12/2006  
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