

## **Personnel Policy of the Arvin A. Brown Library**

**Hiring Policy:** It is the policy of the Arvin A. Brown Library to select for employment only persons who have the skills and other qualifications necessary to fulfill job requirements. All library positions shall have written job descriptions on file. All appointments shall be probationary for a three month period, with an evaluation at the end of the period to determine continued employment. At the time of hire employees shall sign a statement that they have been informed of the job description, terms of employment, including pay, benefits, work schedule, probationary period and personnel policies.

All staff members must file with the Treasurer of the Library a Federal Employment Verification Form I-9 for **proof of citizenship** and a W-4 form for **federal withholding**.

All **salaries** will be paid on a monthly basis. Pay date will be the last weekday work day of the month. Time sheets are due 1 week prior to pay date. **Salary increases** for all employees will be based on cost of living, plus performance evaluations and budgetary considerations.

**Vacation Time:** The employees of the Arvin A. Brown Library who are paid at an hourly will be eligible for the following paid vacation based on the number of years of employment. Paid vacations are to be scheduled at least two weeks in advance and are based on the average number of hours per week that employee works throughout the year. It is the understanding of the Board of Trustees and Library Director as well as the employee that requests for vacation time can and will be denied if these requests negatively affect the operation of the Library.

1-2 years	one workweek
2-8 years	two workweeks
8-15 years	three workweeks
15+ years	four workweeks

**Leave of Absence:** Leave of Absence is time off that is taken voluntarily by permanent employee without pay, with prior approval of the Library Director. This time off must be scheduled at least two weeks in advance unless otherwise authorized. It is the understanding of the Board of Trustees and the Head Librarian as well as the employee that requests for a Leave of Absence can and will be denied if these requests shall negatively affect the operation of the Library. A total of three months of unpaid maternity/ paternity leave will be approved with a 30-day notice from the employee.

**Military Leave:** All hourly paid employee of the Library who are members of any branch of our Armed Forces or National Guard shall be allowed unpaid time off to perform required annual training in accordance with V.S.A. 21, S491-493.

**Bereavement/Funeral Leave:** All hourly employees of the Library are entitled to the equivalent work week of bereavement leave with pay for absences caused by the death of an employee's immediate family. Immediate family shall be defined as employee's spouse, partner, child, mother, father, brother, sister, father in law, mother in law, brother in law, or sister in law. This paid leave is per occurrence. Additional unpaid time may be taken upon request with the approval of the Library Director.

**Jury Duty:** Hourly employees called for jury duty will receive their scheduled pay minus the reimbursement for work hours spent on jury duty in accordance with V.S.A 21, S499.

**Statutory Benefits:** To the extent required by law, all eligible hourly employees will be enrolled in the statutory Social Security, Workers Compensation, and Unemployment programs. All statutory program benefits, limitations and contributions shall be determined by the applicable statutes and regulations.

All work related injuries regardless of severity must be reported to the library director within twenty-four hours. A First Report of Injury form must be filed within seventy-two hours of injury at the Town Clerk's Office.

**Holidays:** The library will observe as holidays and be closed on:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day (unless it falls on a Saturday)  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Eve  
Christmas  
New Year's Eve

Christmas will be regarded as a paid holiday for all employees. In addition to Christmas each employee will be entitled to three paid, floating holidays

at their discretion. After ten years of employment the number of holidays increases to four.

**Expenses:**

Mileage payment will be made when the library employees attend regional and state meetings, workshops, regional book exchange, material reviews and county librarian's meetings. Mileage payment will follow the IRS guidelines and will be calculated from the employees home or the library, whichever is less.

Library employees will be paid their regular wage for time spent at and traveling to and from required professional development meetings.

The library director's membership in the VLA will be paid for by the Arvin A. Brown Library.

A medical allowance will be paid to the library director. The amount of the stipend will be determined each year by the board within the constraints of the budget.

**Resignation Notice and Requirement:** The library director will give one month notice to terminate employment. Other employees will give a minimum of two weeks notice.

**Evaluations:** All new employees are hired for probationary period of three months and employment can be terminated without cause at that time. The Library Director will be evaluated by the Board of Trustees: staff will be evaluated by the Library Director. After the introductory period, the Library Director will be evaluated yearly by the Board of Trustees. The staff will be evaluated yearly by the Library Director.

The following procedure will be used when dealing with unsatisfactory job performance. The Library Director (or the Board of Trustees in the case of the Library Director) will inform the employee verbally of the problem and indicate the expected improvement. If the unsatisfactory performance continues, the employee will receive a written warning outlining the problem and corrective actions to be taken by the employee, including date to be rectified, under the guidance of the Library Director (or Board of Trustees in the case of the Library Director.)

**Discipline Policy:**A system of progressive discipline shall be followed. The Library shall typically impose discipline in an increasing order of severity as follows:

- Verbal warning with written documentation
- Written warning
- Second written warning
- Discharge

When appropriate the progressive discipline procedure may be bypassed and discipline applied in differing degrees.

Grounds for immediate discharge may include but are not limited to:

Neglect of Duty

Misconduct

Insubordination

Conviction of a felony

Conduct which places in jeopardy the life and health of other employees

Use of drugs and/or alcohol on the premises or during the performance of duties

### **Grievance Policy:**

In the event of poor job performance, any employee may be terminated provided that:

a) s/he has received a written evaluation clearly stating what the area of weakness is,  
what must be done to correct it, and within what period of time,

and

b) s/he has failed to remedy the situation within the specified time. This shall be reported in a written account of a second evaluation carried out by at least one member of the Board of Trustees in consultation with the employee's supervisor.

Any employee who feels s/he has received an unfair performance review should submit a written statement explaining his/her position within one week of the review and request an interview with the Head Librarian. If further action is needed, arrangements to meet with the Board of Trustees will be made. Final decisions as to the status of the performance review will rest with the Board.

Any employee may be terminated without notice for such serious offenses as stealing or abusing library property, consuming or possessing alcohol or drugs on the job, or any other behavior which puts a fellow employee or patron(s) at risk.

### **SEXUAL HARASSMENT**

It is against the policies of this employer, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. This employer is committed to providing a workplace free from

this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

### **What is “sexual harassment?”**

Sexual harassment is a form of sex discrimination; it means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to, the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employ-ment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an employee’s body;
- touching or grabbing any part of an employee’s body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an employee to socialize on or off-duty when that person has indicated he or she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person’s duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee’s sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;

- off-duty conduct which falls within the above definition and affects the work environment.

### **What this employer will do if it learns of possible sexual harassment:**

In the event this employer receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The employer is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. The Library Director is responsible for promptly responding to, or reporting, any complaint or suspected acts of sexual harassment. She/he will notify the Board of Trustees of any report or suspected acts of sexual harassment. Failure to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy.

Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation.

If the allegation of sexual harassment is found to be credible, this employer will take appropriate corrective action. The employer will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.

If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy notice.

### **What you should do if you believe you have been harassed:**

Any employee who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate

directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to Library Director. It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

If the complainant is dissatisfied with this employer's action, or is otherwise interested in doing so, she or he may file a complaint by writing or calling any of the following state or federal agencies:

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
2. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, (617) 565-3200 (voice), (617),565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.
3. Vermont Human Rights Commission (*only if you are employed by a Vermont state agency*), 133 State Street, Montpelier, VT 05633-6301, (802) 828-2480 (voice/TDD). Complaints must be filed within 360 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, or, if there are reasonable grounds to believe sexual harassment occurred, take the case to court. Although employees are encouraged to file their complaint of sexual harassment through this employer's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney, and to pursue a private legal action in state court within three or six years, depending on the type of claims raised.

### **Where can I get copies of this policy?**

A copy of this policy will be provided to every employee, and extra copies will be available in the file cabinet behind the circulation desk.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.