

MILFORD PUBLIC LIBRARY

PERSONNEL POLICIES AND PROCEDURES

1. The Library Board

The Milford Public Library is under the direction of a seven member board of Trustees composed of Resident citizens of the library district. These members serve without pay. They are appointed for four-year terms or less if appointed to fill an unexpired term. Three members are appointed by the Wawasee Community School Corporation, two by the County Commissioners, and two by the County Council. The Board of Trustees is responsible for governing and policy making of the library and works with the Director to ensure that outstanding library service is provided for our library customers. The Library Board is responsible for hiring a full-time library director with the education and experience required by the Librarian Certification Rule (590IAC5).

The Milford Public Library Board of Trustees usually meets at 5:00 p.m. on the third Monday of each month, but the date may change to ensure increased attendance. Board meetings are always open to the public.

2. The Director

The Director is responsible for the administration of the library and is responsible to the Library Board for the operation and management of the library. The Library board employs the Director and the Board sets his/her salary annually. The director administers the budget and employs all staff members with the authorization and approval of the board. The qualifications of the director shall be in compliance with the Indiana State Library Certification Laws.

3. Hiring

When staff replacements become necessary, the Director shall so inform the Board. The Director shall receive applications and fill the vacancy and announce the new hire at the next regular board meeting. No preference shall be made in hiring with regard to a person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The new employee will be placed on the pay scale for the position for which they are hired with credit given for library experience and education. The Library will not reimburse employees for interview and/or moving expenses. Any new positions shall require Board approval.

4. Job Classifications; full-time and part-time status

The Director's position is a full-time, 40 hour a week position. All other positions at Milford Public Library are part-time, 29 hours a week or less. Every year, in October, the Board will adopt a salary schedule for the following year. Job descriptions for every position are kept current and are available for each member of staff.

5. Orientation/Trial Period

There is an orientation/trial period of 90 days following date of employment for every job position at Milford Public Library. After 90 days, the new employee will meet with the Director to discuss any issues/questions. At that time, if there are improvements needed in job performance, the Director will state expectations. Other meetings, as needed, will be scheduled until the new employee meets expectations, or is fired.

6. Salary Administration

- Employees will only be allowed to work over their scheduled hours with permission from the Director. For all time worked over 40 hours in one week, one and a half time will be taken off preferably within the next week or as soon as feasible. If the hours exceed the federal requirements and overtime compensation must be paid, it will be paid in accordance with federal and state wage and hour restrictions, based on actual time worked.
- Pay increases: Each year the Director will recommend as part of the budget the proposed pay increases for the following year. Employees who are performing satisfactorily will be eligible for an increase. The Board will have final approval of pay increases.
- Delivery of Paychecks: Paychecks will be placed in the employee's time sheet folder with paydays being on the workday falling closest to the 16th of the month and the 30th of the month. Time sheets will be filled in and signed by employees and available to the Director for signing the last day of each pay period.

7. Hours of Operation

The hours of the Milford Public Library are:

Monday	10:00 a.m. to 8:00 p.m.
Tuesday	10:00 a.m. to 6:00 p.m.
Wednesday	10:00 a.m. to 6:00 p.m.
Thursday	10:00 a.m. to 8:00 p.m.
Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.
Sunday	CLOSED

8. Holidays

The library will be closed and the full time, permanent employees paid for the following paid holidays.

- | | |
|------------------|---------------------------|
| New Year's Day | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| Independence Day | Christmas Eve Day |
| Labor Day | Christmas Day |
| | New Year's Eve Day |

Part-time employees receive paid holiday pay based on the following formula: Number of hours worked in a year divided by number of days the library is opened during the year equals number of hours in holiday time earned. Example: 1300 hrs. worked

$$\frac{1300 \text{ hrs. worked}}{312 \text{ days opened}} = 4 \text{ hrs. of holiday time earned (rounded off)}$$

When a holiday falls on Sunday, the library will closed on the following Monday.
Under special circumstances the Board may authorize additional paid holidays.

9. Hours of Work, Layoff/Recall

Each employee is scheduled for their approved hours each week. Work schedules are given every month. A **tentative** schedule is available before being made final. After a work schedule is **final**, no changes will be accepted.

10. Attendance Policy

If an employee is ill and unable to work when they are scheduled, they **MUST** notify the Director so coverage can be arranged. A phone call notification is preferred. Tardiness, early leaves, and unexcused absences will lead to disciplinary action. Quarterly staff In-Service attendance is mandatory for all employees.

11. Meals & Breaks

- Employees working at least a 6-hour shift will receive at least a 30-minute meal break.
- Employees working at least a 4-hour shift will be able to take a 15-minute break during each 4-hour period worked, if workflow allows.

12. Vacation and Time Off

- Vacation with pay is granted only to full time, permanent employees of the library. Full time is defined as 3 or more regular work hours per week. Vacation pay is based upon the average number of hours worked per week. New employees can start using vacation time immediately but can't borrow from subsequent years.
- Salaried employees negotiate their vacation time with the Board at time of employment. Typically,

1 st year	1 week
2 nd year	2 weeks
3-10 years	3 weeks
11+ years	4 weeks
- The anniversary date of employment will be the date used to determine when additional weeks are allotted.
- A holiday falling in a vacation period is not counted as a vacation day.
- Time off must be scheduled according to library needs at a time acceptable to staff members, the Director, and the Board.
- Vacation time is to be used only in segments of 4 hours or more. Smaller amounts of time off must be treated as time off without pay, or made up during the current workweek.
- No cash payment is made in lieu of vacation time, except at termination of employment. In such cases, credit is given only if 4 weeks notice is given, and the employee has served 12 full months of continuous employment. Pro-rated vacation pay for the year to date is allowed. A staff member dismissed for cause or misconduct is not entitled to vacation pay.
- Vacation must be taken within the 12 months earned, or forfeited unless the Board, in the director's case) authorizes up to one week's carry-over or more due to unusual circumstances. Page 3
- Unpaid leaves of absence and/or time off without pay may be granted by the Director (or the Board, in the director's case), if the needs of the Library and other employees are not compromised.
- Part-time employees are not eligible for paid vacation. However, if a part-time employee becomes full-time, the previous years of part-time service may, at the discretion of the director, be pro-rated for full time credit in calculating vacation benefits (i.e. working 2 years half time or more has earned a year's worth of vacation at the point the employee becomes full time).

13. Personal Days

Permanent part-time employees earn personal time based on the number of hours they work in a week. Personal time must be used between January 1 and December 31 of the current year.

Personal Hours	
12-15 hours per week	- 12 hours
16-25 hours per week	- 14 hours
26-29 hours per week	- 16 hours

14. Insurance

- Health, dental, and vision insurance is provided to salaried employees at the Board’s discretion. During times when an employee is in unpaid leave status, insurance premiums must be paid by the employee.
- Life insurance is provided to salaried employees at the Board’s discretion.
- A Health Savings Account can be established for full-time, salaried employees at the Board’s discretion.

15. Worker’s Compensation Insurance

- This insurance is carried for all employees, and covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment provided the injury or illness occurs on Library property or in the course of Library business.
- Subject to applicable legal requirements, this program provides benefits after a short waiting period, or, if the employee is hospitalized, immediately. This is at no cost to the employee.
- Any such injuries or illness should be reported to a supervisor immediately. Even minor injuries can become major if untreated. If not immediately reported, delays in coverage may occur.
- Neither MPL, nor the insurance carrier will be liable for payment of worker’s compensation benefits if the injury occurs during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by MPL.

16. Retirement Benefits

- Retirement benefits are provided for salaried employees at the Board's discretion.
- All full-time employees will be enrolled in the state retirement program PERF with the Board paying the employer portion of the required payments. The full-time employees will pay 3% to PERF.

17. Sick Leave

- Salaried employees will receive six working days per year as sick leave accumulative to fifteen (15) days. Sick leave is accumulated only as earned and is not allowed in advance. Payment of time off for unused sick leave will not be made upon termination or resignation.

18. Parenting Leave

- After personal, vacation and/or sick leave has been exhausted, parenting leave must be taken as unpaid leave to be commenced by the employee upon the request of the employee. The total of all leave taken shall extend to no longer than sixty calendar days subsequent to the date of the childbirth or adoption. Such leave of absence shall in no way affect tenure of the employee.

19. Bereavement Leave

- Up to three working days leave with pay is allowed for employees in the event of the death of their father, mother, brother, sister, spouse, child, or current father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, or blood relative residing in the employee's home. Additional time with pay may be allowed if circumstances warrant.

20. Military Leave

An employee who is a member of the National Guard or any reserve component of the armed forces shall be entitled to military leave in accordance with the laws stated in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

21. Jury Duty

- When an employee is called for jury duty he/she shall be given the time off and will be paid the difference between his/her salary and the pay received for jury duty provided the salary is higher.

22. Work Rules and Disciplinary Policy and Procedures

- Any of the following behaviors/actions will result in disciplinary action:
 - a. excessive absences, tardiness, or early leaves
 - b. use, possession, actual or intended distribution or being under the influence of drugs, controlled substances, or alcohol
 - c. insubordination
 - d. refusal to cooperate with investigation
 - e. falsification of library records, including the employment application
 - f. negligent or unauthorized use of library equipment
 - g. harassment, physical abuse or verbal abuse of employees, patrons, or visitors
 - h. gambling during working hours
 - i. theft or unauthorized use or possession of library property or another person's property
 - j. soliciting or seeking support or contributions during working time for any cause or organization without management approval
 - k. violation of safety rules or common safety practices
 - l. failure to make a prompt report of any accident on library property
 - m. inattention to the job or poor job performance
 - n. failure to observe library working hours and schedules, including scheduled overtime
 - o. disclosure of confidential information to unauthorized persons
 - p. possession of weapons on library property

23. Progressive Discipline Policy

- In order to administer equitable and consistent discipline in the event of unsatisfactory conduct or performance, this policy has been put into place. Milford Public Library's best interests lie in ensuring the fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of any disciplinary action is not to punish, but correct a problem, prevent recurrence, and prepare the employee for satisfactory service in the future.
- The library may use progressive discipline at its discretion. Disciplinary action may call for any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment. Each incidence, depending on its severity and number of occurrences, will dictate which steps are taken. Some circumstances will require one or more steps to be bypassed.
- Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:
 - First offense – verbal warning
 - Repeated offense(s) – written warning
 - Repeated offense(s) – suspension (with or without pay, between 1 day to 2 weeks)
 - Repeated offense(s) – termination of employment

- Certain types of employee problems are serious enough to justify immediate suspension or termination of employment, without going through the usual progressive steps.
- The employee has the option to appeal his/her case before the Board through the Staff grievance procedure.

24. Staff Grievance/Problem Resolution

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation, which is brought to the attention of a supervisor. If any employee disagrees with the established rules of conduct, policies, procedures, or practices; they can express this concern through the problem resolution procedure outlined. No employee will be penalized, formally or informally, for voicing a complaint with MPL in a reasonable, business-like manner, or for using the problem resolution procedure:

1. When a problem comes up, the grievant should discuss the matter with the supervisor rather than fellow employees.
2. The supervisor will review the problem and any relating policies and get back with the employee to discuss the situation. The supervisor should document this discussion, including any steps, which are to be taken.
3. If the Director is not the immediate supervisor, the employee has the right to discuss the issue with the Director if he/she is dissatisfied with the supervisor's resolution.
4. The director will reassess the problem and meet with the grievant again to further discuss the options for solution.
5. If no satisfactory agreement can be reached, the grievant may petition in writing for a private consultation with a committee of 3 Board members, grievant, and Director.
6. The committee will set a date to examine the evidence presented, hear the testimony of both the Director and grievant, and make a decision on a solution to the problem.

25. Sexual Harassment Policy

The Milford Public Library is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject the Library and, in some cases, an individual to substantial civil penalties.

The Library's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Indiana Civil Rights Act.

26. Resignation

The Director must give at least four weeks notice in advance of the effective date of resignation. All other employees must give 2 weeks notice in advance of the effective date of resignation. Resignations must be in writing, indicating the reason for leaving and the effective date.

27. Termination

If the work of an employee is unsatisfactory, he/she will receive written warning of his/her deficiency. If, within a reasonable time, the employee fails to meet the required standards of his/her position, he/she will be given notice in writing of his/her discharge.

28. Retirement

The age of retirement shall not be specified as long as the employee is capable and performs his/her duties efficiently.

29. Professional Conferences and Workshops

- The Director and staff are encouraged to attend professional conferences and workshops as a means of professional growth. The director must approve all meeting, conference, and workshop attendance.
- For those employees traveling to and from professional meetings in their personal vehicle, mileage will be paid at the rate set by the Board. Meals, while attending professional meetings, shall be paid for by the Library.
- To receive meal reimbursement, Library form No. 4 must be filled out with the respective receipts attached. Mileage will be paid upon completion of General Form 101 Mileage Claim.

30. Emergency Closing of the Library

The Library may be closed for reason of inclement weather or weather condition only at the discretion of the Director and in consultation with a Board member.

31. Gender Neutral Clause

Whenever a masculine gender pronoun is used in these policies, it shall refer to the masculine, feminine, or neuter, whichever is appropriate. The singular form of any noun used in this article shall include the plural and the plural shall include the singular where appropriate.

32. Exceptions

The board may make exceptions to any Milford Public Library Policy or Procedure in specific circumstances.

33. Conditions of Employment

In addition to the specific tasks of each position, staff members are expected to perform all other duties assigned by the director of supervisor. All Library employment is deemed to be "At Will" employment, with no promise of permanent employment.

Following Library policy is a prerequisite for continuing employment with the Library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as well informed as possible concerning the organization, resources, policies, procedures, and services of the Library as a whole.

"Library employees are prohibited from carrying firearms on their person while the employees are on duty. Employees who are legally permitted to possess firearms may store such firearms out of sight (in glove box, trunk, etc.) in the locked automobile while the employees are on duty."

Proposed Policies & Procedures 3/2017

Revised 5/2017

Adopted 6/19/2017