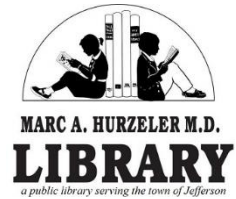


Marc A. Hurzeler M.D. Library – Personnel Policy

The person appointed by the Board of Trustees as the Library Director shall be charged with sole administration of the library as outlined in the Library Director Job Description.



Employee Classification:

1. The library director is a permanent part-time employee regularly scheduled up to the budgeted hours per week. Additional hours for special projects, fundraising, and grant writing will be approved on yearly basis. Library Director is expected to track the use of these additional hours and inform trustees of impending overages. If additional hours are needed above the budget it must be approved in advance by the trustees.
2. The library assistant is a part-time employee hired to regularly fill part of the library's schedule, not to exceed the total budgeted hours per week. Any additional hours that are approved on yearly basis for special projects will be assigned and tracked by the Library Director.

The board of trustees appoints all other employees upon the recommendation of the library director. (RSA 202-A:11, V; A:16, II) and determines all compensation and terms of employment, including job descriptions, for every position.

3. Library Director & Assistant are not considered employees at will.
4. Employees may not be discharged or removed from their position except by the Board of Trustees.

RSA 202-A:17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefore shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees, and which make provision for a public hearing in the case of such discharge or removal.

Compensation, Hours of Work, and Other Employment Details

1. At the request of the Board of Trustees paychecks are prepared and distributed by the Selectmen's Assistant. Time must be accurately reported on a time sheet that is submitted to the town office.
 - a. Paychecks will be distributed by the Selectmen's Assistant to the employee in person, left in the library, deposited in library book drop box for which only employees have access, or mailed. Each employee may choose their individual method of delivery.
2. Employees are informed as to their rates of pay at the time they are hired. Rates of pay are reviewed at least annually.
3. Employees are paid on a weekly basis on Tuesday for all hours worked during the previous week.
4. With prior approval by the trustees, legitimate expenses will be reimbursed. Receipts must be submitted. Pre-approved mileage expenses will be reimbursed.
5. Library staff whenever possible will arrange to cover any pre-planned events so the library will remain open during normal hours. In the event of an unplanned absence or emergency where library staff unable to provide coverage the library will be closed.
 - a. Jefferson Community Center Building Security Policy is that only regular permanent staff (e.g. the Library Director, Library Assistant) and chair of any board (e.g. Chair of the Board of Library Trustees) will be the only individuals with full building access (e.g. keys and individualized alarm codes). Since library hours only align on Thursday with the normal selectman buildings hours, the library director will no longer try to obtain/retain substitute staff. Trustees may choose to volunteer to keep library open during posted hours, if options are available for open and closing building.
 - b. The Library Director can choose to work up to the budgeted hours per week as the schedule allows, if library is closed or a volunteer covers a shift.
6. The library trustees encourage town participation and if voting/town meeting occurs during library posted hours the library may adjust hours accordingly.

Benefits:

1. The director and library assistant are entitled to the following paid holiday's, in line with the Town of Jefferson.
 1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Columbus Day* (floating holiday)
 6. Veteran's Day* (floating holiday)
 7. Thanksgiving Day
 8. Christmas Day
2. The director shall receive one week of paid vacation based on the hours that the director is currently working on a regular basis, not to exceed budgeted hours.

Approved by Board of Trustees on August 19, 2014, Revised & Approved October 18, 2016, Revised & Approved April 11, 2017, Revised and Approved March 12, 2020, Revised and Approved November 10, 2020. Revised and Approved January 11, 2022, Revised and Approved October 19, 2022, Revised & Approved January 10, 2023

Vacation time may not be carried over to the next year and the director will not be paid for unused, accrued vacation time at the end of the year.

Snow Days:

Employees are generally expected to report to work during inclement weather. However, there may be occasions on which the Town operations will be closed due to severe weather, in this case the library should be closed as well. The library director is allowed to make the decision for Saturday and/or evening hours but will notify a trustee of the decision to close.

1. If town/library is closed due to inclement weather the director and any staff is entitled to be paid for total hours that would normally be worked on that day.

Confidentiality:

Library director and any library staff will protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

Library Equipment

Personnel must adhere to computer and internet policy. All library equipment is the property of the library. Director is responsible for maintaining and when necessary recommending update of equipment and keeping Board of Trustees informed.

Personnel Records:

The town of Jefferson maintains certain records containing job related information on all employees to ensure compliance with state and federal laws and to keep a record of your progress as an employee. Personnel files for library employees, at the request of the Board of Trustees are maintained at the Town Office. The file may be inspected by the employee during regular business hours, however the employee may not be permitted to review the file if subject to an investigation at the time of the request and disclosure of such information would prejudice law enforcement. File inspection must be arranged through the Board of Trustees chairman and the Selectmen's Assistant. The employee may read, but may not remove any portion of the file. Copies will be provided upon request.

Employees may submit written statement, together with evidence supporting their position, if they disagree with any of the information contained in the file. The statement and evidence will be maintained as part of the personnel file.

Employees should notify the Selectmen's Assistant of any changes in name, address, telephone numbers, marital status, and dependents.