



PERSONNEL POLICY

The following Personnel Policies have been established by the Lewes Public Library (“the Library”) Board of Commissioners. It is the responsibility of the Board of Commissioners - or a committee of the Board - to review these policies at least once a year. The Library staff can also recommend changes. It is the policy of the Board of Commissioners to discuss personnel policy changes with the Director prior to their implementation. The final revisions rest with the Lewes Public Library Board of Commissioners. The Library Director is responsible for implementing these Personnel Policies.

This Personnel Policy is a general guide to the Lewes Public Library’s current employment policies. It does not constitute a contract between the Library and its employees. Your employment at the Lewes Public Library is “at-will,” which means that you may resign from your job at any time and for any reason, or for no reason. In turn, the Library may terminate your employment whenever and for whatever reason, or for no reason, with or without notice. In addition, the Library reserves the right to enhance, modify, or eliminate any policy, procedure, or benefit described in this Personnel Policy at any time, with or without prior notice. New policies, as implemented, automatically supersede all prior policies unless otherwise stated. We will endeavor to communicate changes in stated programs and policies in a timely way.

EMPLOYMENT

All applicants are required to complete the Lewes Public Library’s employment application prior to or at the time of the first interview.

References are required from persons qualified to evaluate employment and personal or professional qualifications.

The Lewes Public Library is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, all employment decisions will be based on merit, qualifications and abilities. It is our policy to provide equal employment opportunities for all qualified persons and prohibit discrimination and harassment in employment on the basis of race, color, national origin, ancestry, religion, creed, sex – including pregnancy status, sexual orientation, marital status, gender identity, age, genetic information, veteran status, disability unrelated to job requirement, military service or other protected categories. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

COMPENSATION

Everyone is paid on the basis of the tasks performed and on the manner in which they perform those tasks. Your annual performance review will be used to evaluate your performance and your compensation will be adjusted accordingly.

Deductions from your gross pay are for money owed by you to the government for income taxes, social security, and other authorized deductions such as health insurance, and 401K. Your earnings are the total amount indicated on your check, less all these deductions, to equal your take home pay.

Full Time - Full time is defined as working 35 hours per work week or greater.

Part Time - Part time is defined as working less than 35 hours per work week.

Exempt Employees - Exempt employees are paid on a salary basis.

Non-exempt Employees - Non-exempt employees are paid on an hourly basis and represent all other employees.

Meal Breaks – All employees will receive a meal break of 30 consecutive minutes if said employee is scheduled to work 7.5 or more hours per day. This applies to, & is mandatory, for employees scheduled to work 7.5 or more hours per day. Meal breaks for employees working less than 7.5 hours per day and/or for work days of less than 7.5 hours will be at the discretion of management but will always be a maximum of 30 minutes. For non-exempt employees, all meal break periods are uncompensated and employees must “clock out” during these periods.

Pay Period - The pay period consists of two weeks and begins the Sunday before the next scheduled pay date.

Pay Day- Pay Day is every other Wednesday beginning with the second Wednesday in January for all employees. When the normal payday falls on a holiday, payday will be on the immediate preceding workday.

Overtime Pay - There will be times when you will need to work overtime so that we may meet the needs of Library patrons. Although you will be given advance notice when feasible, this is not

always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your immediate supervisor. Failure to secure advance approval for overtime hours shall be considered a serious violation of Lewes Public Library policy and shall be acted upon accordingly. Non-exempt employees are paid at their regular hourly rate for hours worked up to 40 hours per work week and paid their hourly wage times 1 ½ for hours worked in excess of 40 hours worked per work week.

Employee Personnel Files

Employee's files are maintained by the Lewes Public Library's Director and are considered confidential.

As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. For purposes of this policy, your personnel file includes records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. It will not include any reference checks, medical records or investigation files. Employees are not permitted to remove any documents from the personnel file, but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file. Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to the Director.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the Library in response to the employee's request, a valid subpoena or valid court order.

Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request.

The accuracy of each employee's personnel records is essential for the proper handling of many issues of importance to you, as well as to the company. In order to avoid issues such as delayed benefit eligibility, returned W-2s or expired licenses/ credentials, Library employees are requested to promptly notify the Director of the following:

- Mailing address change
- Physical address/location change
- Home/message phone number change
- Person and phone number to call in the event of an emergency
- Any official name change
- Marital status change (marriage, divorce or separation)
- Any change in dependent status (birth, marriage, death or loss of legal custody)
- Insurance beneficiary

- Military status

Employment Verification

Requests for employment verification must be in writing and approved by the employee. The Library will verify basic information (job title, dates of employment) that the employee has already supplied to the requestor. Requests for employment verification will be processed by the Director within three (3) days of the request.

Performance Review

The purpose of the performance management process is to provide positive and constructive feedback to each employee. Factors to be reviewed may include behavior, cooperativeness, initiative, work quality, work quantity and other factors. In general, the formal performance review process is as follows:

1. Employees may have annual formal meetings with the Director to discuss their individual performance. Additional reviews may be conducted during the year as appropriate.
2. The Director will typically prepare a written appraisal prior to the meeting. Input for the appraisal may be given by other persons who have perspective on your performance; however, the supervisor is the final decision maker regarding appraisals.
3. A meeting is typically scheduled with the Director. During the meeting, the Director may review your work performance, including any and all factors they feel are relevant.
4. You will be given an opportunity to sign your evaluation and to append it with your written comments. Your signature does not mean that you agree with the evaluation; it simply certifies that you received it and had an opportunity to discuss it with your supervisor.
5. The documents produced for these meetings will become part of your personnel file. As such, they will be retained for at least the amount of time required by applicable law.

The performance review process is separate and distinct from the compensation planning process. Employees should not expect changes in pay to always coincide with performance reviews.

REIMBURSEMENTS

- Payment of staff expenses for attendance at conferences, workshops, professional meetings, and instructional courses, is determined by the Board of Commissioners if any one meeting costs in excess of \$250.00 per attendee. Reimbursements are for travel to and from meetings, meals, lodging, and conference or workshop fees only. Use of a personal car shall be reimbursed at the current IRS rate.
- Staff will be reimbursed for other appropriate expenses.

COMPENSATORY TIME

For non-exempt employees, compensatory time is defined as all hours over and above the specified work week such as workshops, professional meetings and other events that require hours worked in excess of 35 hours per week as specified by the Director and/or the Board of Commissioners.

Compensatory time must be used by the end of the pay period in which the time was accrued, at the discretion of the Director.

One and one-half hours will be paid or given as compensatory time for each one hour of overtime worked.

TERMINATION OF SERVICE

Employees who leave the Library employ are requested to submit written notification of such intent. The Library requests notice at least four (4) weeks for the Library Director and at least two (2) weeks for all other library staff so that we have time to recruit for a replacement. If an employee does not provide advance notice as requested, and the notice requirement has not been waived, the employee may be considered ineligible for rehire.

Upon voluntary termination, all accrued benefits will be paid to regular employees at the time they leave, including unused vacation time. After notice of voluntary termination, an employee must work his/her full schedule until the termination date.

Dismissal – Dismissal for disciplinary cause will be effective immediately. Employee will be paid for service given and vacation earned prior to dismissal. Such action will not be construed as altering the basic at-will nature of the employment with the Library. The employee or the Library can terminate the employment at any time, with or without cause.

Upon termination from the Library, whether voluntary or involuntary, employees are required to return all Library equipment, including software, keys, and any other Library property.

Final Pay

All compensation due to the employee as a result of a voluntary termination of employment as defined in this Personnel Policy, will be payable at the employee's next scheduled pay date.

ANNUAL LEAVE/VACATION

A. Full-Time Employees.

1. Annual Leave time is earned by full-time employees at a rate of
 - a. 1.25 days per month, at the end of the month, for a total of 15 days per year upon completion of a year's employment.

- b. 1.67 days per month, at the end of the month, for a total of 20 days per year upon completion of five (5) years' continuous employment.
 2. A full-time employee may take accrued annual leave after three (3) months of employment.
 3. All vacation time earned during a particular year must be used within the current or subsequent employment year.
 4. No more than five (5) days annual leave may be "rolled over" into any next year of employment.
 5. Fair distribution of holidays within or attached to vacation time shall be the responsibility of the Director.
- B. Part-Time Employees. Part-time employees receive annual paid vacation equal to a full-time employee, accrued on a pro-rated basis.
1. A part-time employee may take accrued annual leave after three (3) months of employment based on the number of hours accrued within the first three (3) months of employment.
 2. After one continuous year of employment, a part-time employee may take accrued annual leave based on the number of hours worked in each year of continuous employment for the previous year.
 3. All vacation time earned during a particular year must be used within the current or subsequent employment year.
 4. No more than five (5) days annual leave may be "rolled over" into any next year of employment.
 5. Fair distribution of holidays within or attached to vacation time shall be the responsibility of the Director.
- C. Vacation time can be requested as desired; however, the Library reserves the right to schedule vacations to avoid unnecessary disruption of Library activities.
- D. Accrued Vacation. Staff members who leave the Library's employ receive accrued, but unused vacation pay provided they have given requested notice.

HOLIDAYS

The current year holiday calendar is posted on the bulletin board and on the website. The Library shall not be closed for a holiday for more than three consecutive business days.

- A. Full-time employees are paid for those holidays on which the Library is closed.
- B. Part-time employees receive paid holidays only on those days they would normally be scheduled to work.
- C. Time shall be allowed for other religious holidays, but such time should be deducted from personal time or made up at the discretion of the Director.

EMPLOYEE LEAVE

Sick Leave

1. A full-time staff member shall be credited with 10 days or 70 hours of sick time at the beginning of each calendar year. This sick leave may be used for the employee or, at the discretion of the Director, pursuant to written request, for an ill or injured member of immediate family.
2. Any full-time staff member starting work after January 1 shall be credited with a prorated amount of sick time based on the date of employment.
3. Any one illness or injury over 7 days' duration may be covered under the Library's disability coverage. This includes leave for the birth of a child after the 7th day of birth. Refer to the Short Term Disability policy for complete information.
4. Sick leave is not accrued.
5. When unable to attend work due to an illness, a staff member is requested to notify the library:
 - a. Early shift – 9:00 am or shortly thereafter
 - b. Late shift – at least one (1) hour before employee is scheduled to begin work.
6. Absence due to illness of three (3) days or more will require a medical note.
7. Medical or dental appointments due to emergency or doctor's convenience are to be deducted from sick time.
8. Sick leave time is not to be used in lieu of vacation time.
9. In cases of extreme emergency, when the Library Director cannot be reached, a member of the Board of Commissioners should be notified.
10. Part-time Employees receive paid sick time equal to the number of hours scheduled in one week per year. Any unused sick time within any calendar year shall be considered cumulative with a maximum equivalent to the numbers of hours worked in one month by the individual part-time staff member.

LATE POLICY

Employees are expected to arrive at work on time; excessive tardiness is unacceptable and will not be tolerated. You will be paid fairly for the work you do and, in turn, we expect you to work during the time for which you are paid. If, for any reason, you cannot report to work on time, all staff should call their immediate supervisor or the Director. During the telephone call to either your supervisor or the Director, please state why you will be late and when you expect to arrive. Excessive or unexcused tardiness will be cause for disciplinary action, up to and including termination.

Bereavement Leave

A maximum of three (3) working days will be allowed in the event of a death in the immediate family.

“Immediate family” is defined as spouse or established partner, child, (step) mother, (step) father, sibling, grandparent, or grandchildren. Additional time may be granted for extenuating circumstances at the discretion of the Director.

Time off may be allowed to attend the funeral of individuals outside the immediate family at the discretion of the Director - pursuant to written request.

Personal Time

1. A full-time staff member is credited as of January 1 with two (2) days or 14 hours of personal time to be used within the calendar year. Such time is not to be used in segments of less than one (1) hour. Personal time may not be carried forward to another year and time may not be borrowed from a future year.
2. Personal time use must be approved by the Director in the form of written request 24 hours in advance - except in the case of an emergency.

Jury Duty Leave

1. Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused and paid at full salary - provided that the proof of duty is verified by the Director. Employees must notify the Director upon receipt of notification for jury duty and provide a copy of their Jury Summons.
2. Employees are expected to return to work during any period of time in which he/she is not assigned to a case.
3. It is the employee’s responsibility to keep the Director periodically informed about the amount of time required for jury duty or court appearances.

LIBRARY CLOSINGS

Inclement weather – In case of poor weather conditions, the Library Director will decide whether to close the facility. If the Director is unavailable, the senior staff member on duty will consult with the Board. If the Director or Board member cannot be reached within one-half hour, the decision to close rests with the senior staff member.

State of Emergency – If the Governor declares a state of emergency the Library will close.

MEETINGS AND WORKSHOPS

Staff is encouraged to attend professional meetings and workshops when scheduling permits. Registration fees, travel expenses, etc. are paid for by the Library when approved by the Director and/or Library Board of Commissioners. See also Section II above.

GRIEVANCES

Specific problems and concerns should be brought to the attention of the Director. If problems are not resolved, the Director may bring the problems to the attention of the Board of Commissioners.

Any staff member may request a meeting with the Board of Commissioners at any time to discuss any workplace related issues or concerns.

DRESS CODE

Staff members are requested to dress in casual business attire. Dress slacks, sports slacks, suits, skirts, and dresses are considered business attire. Clothes which reveal bare shoulders and midriffs are not considered business attire.

BENEFITS

Health Insurance. Full-time employees who work 35 hours per week are eligible to enroll in the health insurance plan.

1. Enrollment may begin after thirty (30) days of full-time employment.
2. All premiums are paid by the Library for employee only
3. It is possible that future financial conditions may require changes in coverage and employee participation in premium costs.
4. Medical coverage will be terminated upon an employee's termination or resignation from the Library - subject to applicable Federal and State law.

Short-Term Disability and Accidental Death & Dismemberment. Employees who work a minimum of 30 hours per week are eligible to enroll in the disability and ADD plan.

1. Enrollment may begin after ninety (90) days of full-time employment.
2. All premiums are paid by the Library for employee only.

Retirement Plan. All employees who received \$5,000 or more in compensation in any previous two years, and if expected to receive at least \$5,000 in the current year, may participate in the Library's tax-deferred, SIMPLE IRA Plan after ninety (90) days of employment.

All employees are covered by Workers Compensation, Social Security and Medicare benefits as required by Federal/State Labor laws.

WORKPLACE MONITORING

Although reasonable personal use will be tolerated, the telephones, computers, email, fax machines, equipment and other furnishings (including desks, drawers and cabinets) that employees use at the Library are Library property and are for the use of employees only during their employment. You should not expect privacy with regard to these furnishings.

To ensure compliance with this policy, computer, email and fax usage may be monitored.

This document satisfies the Library's statutory obligation to provide employees written notice of such monitoring.

Adopted by the Board of Commissioners
The Lewes Public Library, Inc.
First Revision October 2, 2007
Second Revision May 10, 2011
Third Revision October 9, 2012
Fourth Revision October 23, 2018

EMPLOYMENT ACKNOWLEDGMENT FORM

This Personnel Policy describes important information about the Library and I understand that I should consult management regarding any questions not answered in the policy. I entered into my employment relationship with the Library voluntarily and acknowledge there is no specified length of employment. Thus, either I, or the Library, can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable or state law.

I acknowledge revisions to the policy may occur, except to the Library's policy of employment at-will. All such changes will be communicated, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Board of Commissioners has the authority to revise the policy. Furthermore, I acknowledge this policy is not a contract of employment.

I received the policy and I understand it is my responsibility to read and comply with the policy and any revisions made to it.

EMPLOYEE'S NAME (Printed) _____

EMPLOYEE'S SIGNATURE _____

DATE _____