

PCPL PERSONNEL POLICIES

SELECTION OF STAFF

The Board will be responsible for the recruitment and employment of a library director. The Board shall follow the Indiana Library Certification requirements for the Library Director. The Director is responsible for administration, operation, and management of the library. In addition, the Director will act as a technical advisor to the Board, and recommend needed policies for Board action.

All additional staff will be under the direction of the Library Director. The Director is to notify the Board when changes in staff are needed. The Board is always available for consultation about staff matters, but ultimate responsibility for hiring lies with the Director.

INTERVIEW & MOVING EXPENSES

Interview expenses are not reimbursed for candidates interviewing for any position at PCPL.

Moving expenses for a new director may be considered for reimbursement, but are subject to Board approval prior to the move.

JOB DESCRIPTIONS

Employees will receive a copy of their job descriptions when hired. Job descriptions outline the major duties and responsibilities of each position in the library and are intended to guide employees in the performance of their work. These descriptions are revised and updated as necessary to coincide with changes and improvements in library operations. In addition to the specific tasks of each position, all staff members are expected to perform all other duties assigned by the Director.

EMPLOYMENT PRACTICES

It is the policy of the PCPL not to discriminate in its service programs or employment practices on the basis of race, color, religion, sex, national origin, age or disability.

All Library employment is deemed to be "At Will" employment, with no promise of permanent employment, unless there is an express, individual, specific, written contract, approved by the Library Board, and signed by both the employee and the Library Board of Trustees President.

It is the policy of PCPL to check the employment references of all prospective employees. The Director will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by PCPL's written records.

Following Library Policies are a pre-requisite for continuing employment with PCPL. 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.

PERSONNEL FILES

PCPL maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

These files are the property of PCPL, and access to the information they contain is restricted. Generally, only the Director and Board members of PCPL who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel files in PCPL's offices and in the presence of an individual appointed by PCPL to maintain the files.

DATA CHANGES

Each employee is responsible to promptly notify PCPL of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee should notify the Director and Bookkeeper.

WORKWEEK AND SCHEDULING

The workweek is defined as beginning on Monday and ending on Sunday. No employee will be allowed to work more than 40 hours in any week unless authorized by the Director. Compensation for authorized overtime in excess of 40 hours per week will be at the rate of one and one-half times the basic hourly rate. Only in extreme situations will the Director authorize overtime pay.

The number of hours each employee works is set and approved by the Board with the council of the Director. Weekly schedules are drafted by the Director. Employees requiring changes in their normal schedule are encouraged to trade hours with another employee and must report such changes to the Director. Requests for time off must be submitted to the Director, who is responsible for adjusting the schedule or finding an acceptable substitute to cover the schedule.

PAYROLL

Each employee is responsible for keeping an accurate up-to-date record of hours worked on a time card. Employees should clock in/out each day. If an error is made a written account of time worked is acceptable when initialed by the Director.

All library employees are paid every two weeks. Checks are distributed by the Director. When a holiday falls on payday checks will be made out for the day before the holiday.

Automatic deductions from payroll include federal income tax, state income tax, FICA, and county income tax.

In the event that there is an error in the amount of pay, the employee should promptly notify the Director, so that corrections can be made as soon as possible.

DRUGFREE WORKPLACE & HARRASSMENT

It is the intent of the library to maintain a drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal drug is prohibited on all library property.

Every employee is required to abide by the prohibition above and to notify the Director if he or she is convicted of any criminal drug statute violation occurring on library property no later than five days after such conviction. The library may terminate employment of any employee convicted of any violation of federal or state statutes dealing with the manufacture, dispensing, possession, distribution or use of any controlled substance and/or illegal drug in the workplace.

The library reserves the right to conduct mandatory drug testing. A positive drug test results in immediate dismissal.

The library is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of harassment should promptly report the matter to the Director. If the Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Board President. Employees can raise concerns and make reports without fear of reprisal.

STAFF MEETINGS

All employees are required to attend staff meetings as scheduled if possible. The Director will make every effort to make sure that all employees can be present when scheduling staff meetings. However, because of the various schedules of employees, it is not always possible to schedule staff meetings on a day all employees are scheduled to work.

COMPUTER USE

Lengthy and/or frequent personal use of, or social networking with, library computers is discouraged while on duty.

Employees will have a library email account that is to be checked upon arrival of every shift. Employees' library e-mail accounts may be monitored.

BENEFITS

The Director will receive vacation days, sick days, and holiday pay as described in job description. Part-time staff will receive three paid holidays of their choosing each calendar year.

Worker's Compensation Insurance is carried by the library for employees. The program 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 unreported immediately, delays in coverage may occur. Neither PCPL, nor the insurance carrier will be liable for payment of worker's compensation benefits which occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by PCPL.

All circulating materials are available to staff and must be checked out when removed from the shelves. Staff members are not required to pay fines. Staff member accounts will not be submitted to the collection agency.

Staff members may order books and materials through a special staff account with Baker & Taylor, generally with a discount. Orders should be directed to the Director. Prompt payment of bills is expected.

Staff members are allowed to use library equipment for personal use on their own time, if it does not interfere with regular library business. Staff members removing equipment from library property must have prior approval from the Director and/or Board.

Staff members are ineligible for any random prize drawing as a part of a library program. Family members living in the same household as staff members are ineligible for prizes valued at more than \$10.00 as a part of a library program; however, they are eligible for random prize drawings with prizes valued at less than \$10.00.

LEAVES OF ABSENCE

Up to six months leave of absence, without pay, may be requested in writing by an employee if the employee so desires. If approved by the Library Board, the position will be held open for the employee.

Should a staff member be required to serve on a jury, that staff member will continue to receive a paycheck equal to their usual paycheck; less any jury stipend they receive.

Employees may have up to three days of leave in the event of death of an immediate family member. An immediate family member is defined as spouse, parents, children, siblings, grandparents, and significant other.

EVALUATIONS

All employees, including the Director, will receive an annual evaluation in December. Circulation clerks will be evaluated by the Library Director and the Board. The Library Director will be evaluated by both the staff and the Board of Trustees.

RAISES

After evaluations have been discussed, the Board may issue raises in pay that will go into effect in January of the following year. Raises may not always be given depending on current rate of pay and performance. The Library Director can give his/her opinion on raises, but the final decision rests with the Board and will be decided by a vote.

The Library Board strives to offer wages which are comparable to those of other libraries of its class size, and the Board will take those statistics into account. However, the Board of Trustees must ensure that the library operates within a reasonable budget. The library's budget is subject to budget cuts as funds may change from year to year.

REIMBURSEMENT FOR TRAVEL

Reimbursements for anything other than mileage must be approved by the Library Director. If a reimbursement is for a hotel stay, the Board of Trustees must approve the hotel stay prior to the employee's travel. Money spent on food will be reimbursed depending on the number of hours spent away from the library. A travel voucher and/or accounts payable voucher will be filled out and a check will be issued for the approved reimbursements.

MILEAGE

The Internal Revenue Service has issued the 2011 standard mileage rate used to calculate the deductible costs of operating a personal car for business use. The new rate of 55 cents per mile is to be used for reimbursement requests for all mileage incurred on or after July 1, 2011.

Therefore, the Poseyville Carnegie Library will reimburse employees for the use of their personal vehicle used for library business at the effective date and rate published by the Internal Revenue Service.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business, examples being library conferences, training, or activities, all of which must have prior approval by the Board of Trustees.

Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to Accounts Payable as part of a travel reimbursement request using the proper form.

INSUBORDINATION

Staff members may question any instruction, but, upon being directed to take a certain action after the question has been addressed, the staff member is to do so; with the following exceptions: 1) any action or inaction which might cause harm to befall the staff member or another person; 2) any action or inaction which violates the staff member's religion; or 3) any action or inaction which is immoral or illegal. It also includes being disrespectful to a supervisor, in word or deed; or challenging the supervisor's authority.

DISMISSAL

An employee whose performance, attitude, or personal philosophy of library service does not meet the standards, requirements, and philosophy of the library will be warned of the inadequacies of his or her performance verbally and/or in written form by the Director.

Grounds for immediate dismissal include fighting, public intoxication, substance abuse, employee theft, harassment, insubordination, or vandalism; on library time or on library property.