

WILLIAMSTOWN LIBRARY PERSONNEL POLICY

The following are rules and regulations of the Williamstown Library. These are effective May 8, 2018 as adopted by the Board of Trustees of the Williamstown Library.

Equal Opportunity and Affirmative Action

It is the policy of the Library to administer its personnel system in agreement with the Town's Equal Opportunity and Affirmative Action Policies.

Hours

Hours: The library is open 23 hours per week. The Library Director will schedule employees so that the library is adequately staffed.

Employee Benefits

Social Security: All employees are covered under the Social Security Act

Medical Benefits, Retirement Benefits, Annual Leave, Sick Leave, Paid Holidays and Disability may be made available at some future date but are not available at the date of this policy.

VACATION: Five days after one year's employment; add one day per year until term of two weeks. Two personal days per year which can be rolled over if not used. Paid Family Leave unless opted out by director.

Training and Staff Development

The Board of Trustees wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the library's offering to the community. Accordingly, it pursues a policy of paying expenses to the director as outlined below:

[Mileage payments at the prevailing recommended state level will be granted.](#)

Salary Administration

A salary schedule for Director has been established by the Board of Directors in order to provide fair and reasonable compensation.

Job Descriptions

All positions should have written job descriptions. Staff members should be provided with their own job descriptions.

Performance Evaluation

It is the policy of the library to have a written evaluation of employees. For a new employee, these written evaluations should be completed at the beginning of the sixth month of employment. Written evaluations for all employees should be conducted at least once annually.

Each employee should be evaluated periodically against his/her job description. The Director shall personally conduct annual evaluations of the work performance of all staff members.

The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments.

Evaluations, as well as any written comments that the employee should make about the evaluation, should be kept in a locked personnel file. Any employee will have access to their evaluation and may examine them at any reasonable time. On all evaluation forms, the employee is given the opportunity to write his/her comments about any all written comments.

Rules of Conduct

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the probability that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons, or other Employees.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.

- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems.
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.
- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. The Williamstown Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

Firing

An employee may be dismissed for incompetence, unfitness or for just cause. The notice of dismissal shall be in writing and shall state the specific charges.

Resignation

The library employee should provide two weeks notice. The employee's written and signed resignation should be dated when received and retained in the personnel file.

Staff Grievances

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However if a matter is deemed important, the following steps may be taken.

Within two weeks after the occurrence of the event, an employee shall first orally discuss the same with the Library Director. Within three working days, the Library Director shall communicate his/her decision to the employee.

Emergency Closings

The Library Director will authorize closings on days of snow storms or other excessive weather conditions when the school is closed or no staff members can get to work.