

Bridgton Public Library

PERSONNEL POLICY

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1. **Scope.** The purpose of this policy is to establish guidelines for legal compliance as an employer and to provide a framework for uniform and consistent administration. The Personnel Committee will be responsible for regular review of associated procedures.

2. **Conditions and Benefits of Employment**

a. **Equal Opportunity Employer Statement.** Bridgton Public Library (the Library) is an Equal Employment Opportunity employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, marital status, genetic information, or veteran's status in employment or provision of services. The following person has been designated to handle inquiries regarding non-discrimination policies: Personnel Committee Chair, Bridgton Public Library, 1 Church Street, Bridgton, Maine 04009, 207-647-2472.

b. **At-Will Employment Statement.** Employment with the Library is subject to termination by the employee or the Library at will, with or without cause, and with or without notice, at any time. Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. Review and acceptance of the Personnel Policies and Employee Handbook is not a contract of employment.

c. **Employee Classifications.** There are two categories of employees at the Library: Exempt and Non-exempt.

(1) Exempt employees are those who:

(a) Receive an annual salary in excess of the Fair Labor Standards Act minimum amount designated in its definition of exempt status.

(b) Perform work requiring the consistent exercise of discretion and judgment, or otherwise as defined by law.

(2) Non-exempt employees are those who:

(a) Are paid on an hourly or salaried basis and work under supervision of the Library Director or their designee.

Both exempt and nonexempt employees are assigned individual work schedules based on the needs of the Library.

d. **Recruitment and Selection.** The Personnel Committee of the Library Board of Trustees (the Board) is responsible for recruitment and hiring of the Library Director, subject to approval by the Board of Trustees. The President of the Board notifies the successful candidate in writing with information that includes the position title and job description, beginning salary, benefits, and the starting date of employment. The Library Director serves at the will of the Board.

The Library Director is responsible for the recruitment, selection and appointment of staff members. At least one member of the Personnel Committee of the Library Board may assist the Library Director in this process. The Library Director notifies the successful candidate in writing with information that includes the position title and job description, beginning salary, benefits, and the starting date of employment.

Every employee receives and is required to review a copy of the Library Personnel Policy and Employee Handbook with the Library Director and sign the Employee Acknowledgement to be included in the employee's personnel file.

e. Discipline

When personal or professional problems interfere with job performance, the Library Director will inform the employee of the problem and steps to improve the employee's performance. Progressive discipline may be used if it is appropriate under the circumstances.

f. Termination. The Library Director consults with the Personnel Committee Chair and/or the President of the BOT when dismissal is contemplated.

g. Personnel Files. Each employee has a confidential personnel file in the office of the Library Director which will contain, when applicable, hiring and promotion information, performance evaluations, pay scale and hours record, requests for leave, letters of reference, records of attendance at job-related workshops, reports from job-related workshops or conferences as required, certification of completion for professional development courses, and commendations or letters relating to professional performance.

Every employee, former employee, or duly authorized representative will be provided, within 10 days of library receiving a written request, an opportunity to review and copy the employee's personnel file if Bridgton Public Library has a personnel file for that employee. The reviews and copying should take place at the location where the personnel files are maintained, but an alternative location can be determined by the employer if required. Records in a personnel file may be maintained as paper or electronic files. The Library will take adequate steps to ensure the integrity and confidentiality of these records. If the records are not paper files, appropriate equipment will be available on the premises for employees, former employees, or duly authorized representatives to view and make copies of the files on-site. The Library will maintain personnel and payroll records for seven (7) years after termination of employment.

3. Compensation & Benefits

a. Salaries. The Library complies with all federal and state laws governing payment of compensation and payroll taxes and workers' compensation.

The Personnel Committee will work with the Library Director and the Board Treasurer on salary and wage recommendations to be presented to the Finance Committee of the Library as part of the regular budget process. The Committee will, where appropriate, consider minimum wage standards, local wage levels, and general library pay levels when setting pay for library staff

Employees are paid every two weeks for work performed during the prior two-week pay period. To receive payment, all nonexempt employees are required to submit timesheets on a designated day. Exempt employees need not document hours worked, but must record hours of vacation, sick time, or any other type of leave time that was used. The Library Director is responsible for distributing paychecks and pay vouchers for those who take direct deposit of their wages. Pay-related questions by the library staff should be directed to the Library Director.

b. Overtime. Exempt employees are not eligible for overtime pay or additional compensation for working holidays or evening hours. A nonexempt employee may not work more than 40 hours per week without first receiving approval from the Library Director and will receive time and one-half for hours

worked above 40 hours per week. In calculating the hours worked during a week paid leave time is not counted. Work training time will be counted toward hours worked but professional development time outside the hours of work or not geared toward an employee's job will not be counted as hours worked.

c. Travel Expenses. The Library will reimburse staff for mileage at the current rate per the IRS schedule for pre-approved travel for work-related and professional development travel. Work-related travel includes travel between home and the business destination other than the Bridgton Public Library and using a personal car while at your business destination.

d. Benefits. Benefits begin to accrue on the employee's start date. Paid holidays, personal days, and sick days are available after the first three months of employment. Vacation time is available after one year of employment with the Library. QSEHRA (Qualified Small Employer Health Reimbursement Arrangement) is a benefit for employees scheduled to work 30 or more hours per week that have been employed by the Library for one year or more.

(1) Vacation. The library vacation benefit covers employees according to the following schedule:

(a) After one year of service, two weeks paid vacation

(b) After three years of service, three weeks paid vacation

The library vacation benefit is calculated based on the average number of hours worked weekly for the previous year.

Staff members must provide notice of at least two weeks to obtain approval from the Library Director for their scheduled vacation time. Years of service will determine priority in scheduling vacation dates. Exceptions require approval of the Library Director and, in the case of the Library Director, the President of the BOT. Vacation time is not carried over into another year and does not accumulate.

4. Paid Leave

a. Sick Days. Employees may take five (5) sick days per year. Sick days are reserved for employees who are incapacitated due to injury or illness. Sick day pay is calculated based on the average number of hours scheduled per shift in one regular week. Sick days are not carried over into another year and do not accumulate.

b. Personal Days. Employees may take three (3) personal days per year. Personal day pay is calculated based on the average number of hours scheduled per shift in one regular week. Personal days are not carried over into another year and do not accumulate.

c. Bereavement. All employees shall receive paid leave due to death in the immediate family. Immediate family is defined as spouse or domestic partner, children (including stepchildren), parents, grandparents, grandchildren, siblings, and father-in-law/mother-in-law. The duration of this leave is two (2) full workdays. The Library Director may extend this definition or duration upon special request for unusual cases. Employees are paid for the hours they are scheduled to work for those days.

d. Jury/Witness Duty Pay

Employees will be compensated for the difference between their regular pay and their payment for serving during their period of jury duty. The employee must report to work if discharged from jury duty early enough in the day to work at least four hours that day.

e. Holidays. The Library is closed on all major holidays. Paid holidays include: New Year's Day, Independence Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. Holiday pay

is calculated based on the average number of hours worked per shift for each individual employee and is paid to all employees.

The Library will close at 1:00 pm on December 24th and December 31st when those dates occur when the Library is typically open. Employees who normally work on those days will be paid according to their normal, full work schedule. In addition, whenever the Library Board of Trustees announces a day closure beyond the scope of holidays designated above, that day will be considered a one-time paid holiday.

5. Unpaid Leave

a. Leave for Victims of Violence. Leave may be granted to an employee who is a victim of violence, assault, sexual assault, or stalking and who needs to prepare for and attend court proceedings, receive medical treatment, or obtain necessary services to remedy a crisis. Leave may also be granted to an employee to assist a daughter, son, parent, or spouse who needs medical treatment as a result of being a victim of violence or assault. Documentation of the family relationship may be required. The maximum amount of leave is thirty (30) calendar days per event.

b. Other Unpaid Leave and Leave of Absence. The Library may consider a personal leave of absence without pay for up to a maximum of thirty (30) calendar days.

6. **Harassment.** The Library is an institution in which all employees are treated as professionals and both employees and patrons are treated with respect regardless of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information, or veteran's status. Harassment, including verbal, physical, and sexual, is unlawful and will not be tolerated.

While it is impossible to list all types of harassment, they include: unwelcome sexual advances; requests for sexual favors; other verbal or physical contact of a sexual nature; offensive sexual remarks; offensive sexual flirtations; display of sexually offensive objects or pictures; verbal comments about an individual's body; and actions, words, jokes, or comments based on a person's sex, race, ethnicity, age, religion, or any other legally protected characteristic.

The Library Director will promptly investigate any complaint of harassment. In the event that the Library Director is implicated in the alleged abuse, the investigation will be conducted by the Personnel Committee Chair. There will be no intimidation, discrimination, or retaliation against any employee who makes a report of alleged harassment.

If an employee feels that it is necessary, they may file a formal complaint with the Maine Human Rights Commission, State House, Station 51, Augusta, ME 04333 (207-624-6050). An employee must file an employment discrimination complaint with the Commission within 300 days after an allegedly discriminatory act occurs. If the alleged perpetrator is an employee of the Library, the investigation will be conducted in a way to maintain confidentiality to the extent practicable under the circumstances.

The process will include an interview with the person filing the complaint and any witnesses. The alleged perpetrator will also be interviewed. When the investigation is completed, the results of the investigation will be discussed with the person filing the complaint and the alleged perpetrator. If it is determined that inappropriate conduct has occurred, the Library Director will act promptly to eliminate

the offending conduct, and where it is appropriate, will impose disciplinary action. Depending on the circumstances, such action may include, but not be limited to, suspension or termination of employment. A written record of the conduct, the investigator's conclusions based on the investigation, and disciplinary action, if any, will be placed in the employee's personnel file.

The staff should understand that all patrons of the Library have the responsibility to maintain necessary and proper standards of behavior in order to protect individual rights and privileges of the other patrons as well as employees. If a patron engages in verbal, physical, or sexual harassment of other patrons or a Library employee on Library premises, that patron will be restricted from the Library and from the use of the Library facilities. A patron who refuses to leave or does not leave within a reasonable amount of time after being instructed to do so by the staff will be subject to physical removal from the premises by law enforcement officials.

7. Whistleblower Protections. If an employee reasonably believes that some practice or condition of the Library is in violation of federal, state, or local law, or if there is reasonable cause to believe there is a risk to the health or safety of any person at the Library, a written complaint must be filed by that employee with the Library Director or the President of the BOT. An employee filing this written complaint will be protected from discrimination and retaliation.

The Library will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

The Library will not discharge, threaten, discriminate, or otherwise retaliate against an employee who submits a good faith complaint to the Library, participates in any investigation or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of the employee. This statement applies even if an investigation proves that there has been no unlawful activity involving the Library or any of its employees.

In order to receive protections under the Maine Whistleblowers Protection Act, the employee who has reported a violation, unsafe condition, or unsafe practice to a public body must first bring the alleged violation, condition, or practice to the attention of the Library Director or the President of the BOT, and must allow the Library a reasonable opportunity to correct the violation, condition, or practice, unless the employee has specific reasons to believe that a report to the Library will not result in a prompt correction of the violation, condition or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Library Director or the President of the BOT. The Library will not tolerate discrimination or retaliation against the complainant by any employee and will subject any employee to discipline, up to and including suspension or discharge from employment. Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, are also covered under these protections.

The administration of this policy is the responsibility of the Library Director and President of the BOT.

8. Electronic Communication and Social Media Privacy. The Library strives to provide members and the public with accurate and timely information, communicated in a professional manner and in accordance with the laws regarding public access. The Library communicates to the public via a website (www.bridgtonlibrary.org). The website is the primary internet presence and is the primary online interface of the Library. Social media include sites such as Facebook, Twitter, YouTube, and others. The Library BOT recognizes that the public increasingly gathers information through these and other electronics sites, sometimes to the exclusion of traditional media. It is necessary to use these tools to communicate effectively and fully.

The best, most appropriate uses of social media generally fall into two categories: prompt dissemination of time-sensitive material, and/or enhancing the Library's ability to put its messages before the widest audience possible.

The Library recognizes that the instantaneous, yet permanent, nature of these electronic tools can pose risk without effective controls. Information and statements posted on websites and through social media are direct communication from the Library. Social media sites will be established as business/nonprofit posting pages with limits and controls for outside posts.

It is important for employees to remember that some personal communication of employees online may reflect on the Library as an organization, especially if employees are commenting on anything political in nature, related to any level of government activity, or related to Library business. The following guidelines apply to all electronic and social media communications:

- a. Refrain from sending or posting information that you would not want your supervisor or coworkers to read, or that you would be embarrassed to see in print.
- b. All employees are expected to be truthful, courteous, and respectful towards supervisors, coworkers, patrons, and the community.
- c. All employees must comply with the law and may not download or post materials which the employee or the library does not have a legal right to post.
- d. Library resources, work time, and paid time off should not be used for personal profit or business interests, or to participate in personal political activity.
- e. Staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside the scope of a general reference request should be brought to the Library Director. We abide by all applicable confidentiality and privacy laws regarding personally identifiable information.