**How Appointed:**

Openings will be advertised as necessary. Jobs will remain posted until the position is filled.

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the library’s decision. Interview questions and corresponding written responses from applicants for open positions will be filed for one year.

The director will be interviewed and hired by the Library Board of Trustees. The director, or his/her designee, will hire all other employees. **There is a six-month introductory period for all staff members. The purpose of this period is for both the staff member and the library to determine the suitability of the person for the position.**

After the individual’s hiring has been approved, each new employee will be informed in writing of the exact time and nature of his/her appointment, including:

* Starting salary
* Starting date
* Anniversary date for evaluations
* Date that the six-month period will end
* Any other special arrangements made with the employee regarding employment

This letter of offer will be placed in the employee’s personnel file along with other documentation.

**Personnel Procedures:**

Disciplinary Policy:

An employee of the Eagle Free Library may be dismissed for any reason or behavior that causes the Library’s image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and /or written warnings,
3. suspension, and/or
4. extended probation

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Eagle Free Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

**Dispute Resolution Procedure:**

Dissatisfaction with alleged discrimination, unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of the director (supervisor) or the board. Employees can raise concerns without fear of reprisal. Informal resolution of disputes is encouraged. However if a matter is deemed important, the following steps may be taken.

* Step One: To encourage informal resolution, within one week after the occurrence of the event, an employee shall orally discuss the dispute with the director. In the case of a library clerk, the supervisor is the library director. If the complaint is expressed by the library director, it should be brought to the attention of the board of trustees president. They will discuss it and agree upon a plan to resolve it. A brief written summary of the incident and its resolution will be produced by the supervisor and signed by both individuals. Each individual will receive a copy of the signed summary.
* Step Two: If informal resolution is not successful or if the dispute is with the employee’s

supervisor, a written statement of the dispute shall be submitted to the director or the board of trustees president. If the dispute is with the board of trustee’s president, the statement shall be submitted to the board of trustees vice president. He/she will meet with the employees involved in the dispute and they will agree upon a plan to resolve it. This step should be initiated no more than two weeks after the occurrence of the event.

* Step Three: If the employee is still not satisfied or if the supervisor is the director, the employee may appeal the decision in writing to the library board for consideration at their next regularly scheduled meeting. The written request must be submitted via the director and must be received at least one week prior to the meeting. A hearing before the board will be granted within two weeks of the meeting, the library board shall communicate its decision in writing to the employees involved, including the director.

The decision of the Board of Trustees or its designee will be final and no further appeal may be taken. Complaints from any employee alleging discrimination or harassment based on any protected category or on the basis of the employee’s exercise of constitutional rights or other statutorily protected rights may be submitted, in writing, directly to the Board of Trustees.

**Evaluation:**

The library board shall conduct annual appraisals of the library director’s performance, at which time personal and management goals can be discussed and negotiated. The director and the board of trustees will complete the annual evaluation form. The board will meet with the director to discuss the director’s performance and goals. The board of trustees will meet in an Executive Session to discuss the results of the conference with the director.

In the case of a newly appointed director, the library board shall conduct a performance review after approximately three months of service and then again at the anniversary of the director’s hire date. See attached review form.

**Retirement:**

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director, a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

**Vacation and Leave:**

Vacation hours will not roll over to subsequent years but must be used by the anniversary date of the director’s hiring each year.

After one year of employment the director shall be eligible for twenty (20) paid hours of vacation leave. Vacation leave shall increase in the following manner:

After 5 years of employment = 25 paid hours

After 10 years of employment = 30 paid hours

Employed 15 years or more = maximum of 40 paid hours

The director shall be eligible for ten (10) hours of paid sick leave annually and will not roll over to consecutive years.

The library director is eligible for ten (10) hours of bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as spouse, children, brother, sister, or parents of either the employee or the employee’s spouse.

If the library is closed due to snow ( as stated in the Disaster Policy), the library director will be paid for the hours she was scheduled to work that day.

**Leave of Absence:**

Leaves of absence without pay may be granted to the library director for maternity, adoption, illness, or travel. All leaves are considered on a case-by-case basis and must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

**Salaries:**

A classification and salary schedule has been adopted by the library board. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

The Library Clerk shall be paid the NYS minimum hourly wage.

The Library Director shall be paid $13.50 per hour.

**Scheduled Hours:**

Major changes in the director’s schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

The regular operating hours of the Eagle Free Library are:

Sunday and Monday CLOSED

Tuesday, Wednesday and Friday 3 PM – 7PM

Thursday and Saturday 10AM – 2 PM

Summer hours will be:

Sunday and Monday CLOSED

Tuesday, Wednesday and Friday 3 PM – 7 PM

Thursday 10 AM – 4 PM

Saturday 10 AM – noon

**Staff Development/Continuing Education:**

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

**Sexual Harassment:**

Harassment on the basis of sex is a violation of Title V11 (federal law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Eagle Free Library.

The Eagle Free Library accepts and adheres to all definitions and procedures outlined in the law in regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

**Business Ethics and Conduct:**

**Conflict of Interest:**

Employees must refrain from participating in any activity or business venture which could conflict with the interest of the Eagle Free Library. Employees may not accept personal payment or other benefits from any patron of the Eagle Free Library, nor should they take any action as a representative of the Eagle Free Library for personal gain.

Employees and board members are required to annually sign the Board adopted Conflict of Interest Policy.

While working at the Eagle Free Library, employees may learn things about our customer’s business which are confidential. Every employee has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed.

Except as required in the performance of their duties, employees may not use or disclose any confidential information.

Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information. Unless specifically instructed, employees are not authorized to speak on behalf of the library.

**Social Networking:**

The Eagle Free Library recognizes that social media is regularly used as a form of communicating. The library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The Eagle Free Library has the right and duty to protect itself from the unauthorized disclosure of information and to protect its reputation as a business and employer. The Eagle Free Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and library work rules and policies. This policy includes basic guidelines for each employee.

Social media and related technology include but are not limited to video, or Wiki posts, social networking sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Eagle Free Library. This policy also includes future social media technologies and applications that may not yet be contemplated.

Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate, or disparage against the library, employees, or anyone doing business with the library including patrons.

Employees are responsible for protecting confidential and proprietary information. Employees may not disclose any confidential or proprietary information on or about the library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

At all times, including when using social media during non working hours, employees must comply with the Eagle Free Library’s policies regarding the confidentiality of library operations. Employees may not, at any time, use social media to discuss confidential work-related matters.

Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Eagle Free Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of the library.

Library employees are prohibited from taking photos of work related information and posting this information on a social media site, unless expressly authorized by the director or the library board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Eagle Free Library.

The library requests employees to report all suspected violations of this policy to the Director. The Eagle Free Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Eagle Free Library reserves the right to take legal action if deemed necessary to protect the Eagle Free Library, employees, patrons, or any other affiliated individual or group.

(Adapted from the Kentucky Department of Libraries and Archives)