

Approved as of October 16, 2018

**Blake Memorial Library
East Corinth, Vermont
Personnel Policies**

**Adopted, Approved and
Effective October 16, 2018**

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TABLE OF CONTENTS

Section	Page Number
INTRODUCTION	1
THE SMALL PRINT SECTION.....	1
ABOUT BLAKE MEMORIAL LIBRARY	1
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY	1
EMPLOYMENT POLICIES	2
I. DEFINITION OF KEY TERMS	2
A. Terms Relating to Employee Status:.....	2
B. Other Key Terms:.....	3
II. BENEFITS PROGRAMS	4
A. Summary of Eligibility for Benefits:	4
B. General Blake Memorial Library Insurance Protection:	4
III. PROFESSIONAL DEVELOPMENT:.....	4
IV. PAID TIME OFF AND LEAVES OF ABSENCE.....	5
A. Paid Time Off:	5
B. Library Closings for Holidays:.....	6
C. Hours of Work & Overtime Compensation:	6
D. Unpaid Personal Leave of Absence:	7
E. Jury Duty:.....	7
F. Military Leaves - Reserves or National Guard:.....	8
G. Employee Time Recording:.....	8
H. Reporting Absences:	8
V. CONDITIONS OF EMPLOYMENT	8
A. Length of Service and Re-employment:	8
B. Expense Reimbursement & Travel Advances:.....	9
C. Professional Standards & Conflict of Interest:.....	9
D. Communications with the Board of Directors:	10
E. Donor Confidentiality:.....	10
F. Employment of Relatives:	11
G. Employee Records & References:	11
H. Employee Feedback:	12
I. Problem Resolution:	13
J. Retirement Policy:.....	13

Approved as of October 16, 2018

K. Termination of Employment:.....	14
VI. SEXUAL HARASSMENT	14
A. Definition of “sexual harassment:”	14
B. Examples of sexual harassment:	15
C. Organizational Obligations:	15
D. Employee Actions:.....	16
VII. MISCELLANEOUS OPERATING POLICIES	17
A. Notification of Employment:	17
B. Pay Period and Paychecks:.....	17
C. Purchasing and Procurement:.....	18
D. Personal Use of Blake Memorial Library Phones & Office Equipment:.....	18
E. Smoking and Drug Use in the Workplace:.....	18

INTRODUCTION

The following policies are presented to answer the most common questions about employment at the Blake Memorial Library in East Corinth, Vermont. These policies provide an overview and summary of the Blake Memorial Library employment policies and benefits programs that are currently in effect. The intent of these policies is to inform employees about standard employment policies and programs, as well as specific procedures and guidelines normally used to implement those policies and programs. BML personnel policy is in accordance with all applicable federal and state laws and regulations.

Special circumstances or situations may arise that we could not have anticipated in this manual. Judgments may be made on a case-by-case basis based on the specific circumstances at hand. The personnel committee is available at any time to assist with personnel policy issues. Revisions to this handbook will be made periodically to incorporate new practices and procedures, as approved by the Board of Trustees.

THE SMALL PRINT SECTION

The policies and benefits programs described in the handbook apply to all staff except where noted. Employees who hold positions defined as temporary are not eligible for non-mandatory employee benefits unless specifically stated. These policies apply to all employees effective October 16, 2018

These Personnel Policies do not constitute part of an employment contract or a promise of employment for a specific period of time. Employment at Blake Memorial Library (BML) is “at-will,” meaning either the employee or Blake Memorial Library can end the employment relationship at any time for any lawful reason, with or without notice. Blake Memorial Library retains the right to modify any of the terms, conditions of employment, or benefits programs described in the manual and to implement such changes prior to their publication. When appropriate, staff input may be sought regarding modifications to policy. The Board of Trustees of the Blake Memorial Library retains the right to modify these policies as deemed necessary to deal effectively with individual employment situations. Staff may contact the designated Personnel Committee at any time to verify that specific provisions of the handbook are current.

ABOUT BLAKE MEMORIAL LIBRARY

The Blake Memorial Library is governed by an elected Board of Trustees per by-laws established in 1902 and most recently updated in 2016. With a history extending to the early 1890’s and supported to this day by a rich history of donated resources and commitment, the library continues its mission on the site that was established in 1902. In addition to endowments and fundraising, the library is supported by annual appropriations from the Towns of Corinth and Topsham.

NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Blake Memorial Library, in accordance with all applicable federal and state

laws and regulations, to maintain an employment environment free from discrimination. Accordingly, BML is committed to hiring employees and administering all employment-related matters without regard to race, religion, color, national origin, ancestry, gender, sexual orientation, marital or pregnancy status, physical or mental disability, age, or veteran status, except when such characteristics are bona fide legal occupational qualifications. This policy applies to all terms, conditions, and privileges of employment, including hiring, training, promotion, transfer, compensation, benefits, educational assistance, BML sponsored social and recreational activities, termination, and retirement.

It is also the policy of the Blake Memorial Library, in accordance with applicable federal and state laws and regulations, to make reasonable accommodations to known physical or mental limitations of otherwise qualified applicants or employees with disabilities.

The continuing implementation of this policy is a daily responsibility of all BML staff and board members in all functions and actions. Each individual is expected to demonstrate a commitment to the principles of equal employment opportunity. Furthermore, BML will endeavor to prevent harassment or behavior of any nature that creates an intimidating, hostile, or offensive work atmosphere. BML staff members must report any instances of harassment or discrimination based on the categories stated above. BML will address instances of harassment in a manner consistent with the Sexual Harassment policy in Section VI of this handbook.

EMPLOYMENT POLICIES

I. DEFINITION OF KEY TERMS

A. Terms Relating to Employee Status:

1. Position type: Regular or Temporary:

Regular positions are positions that are expected to continue for an unspecified period of time; or for a specified but significant period of time (for example, on a grant-funded program), usually twelve months or more; employees holding regular positions are governed by a variety of formal personnel policies, including those outlined in this manual, and are eligible for various benefits programs. An employee of BML will be in a probationary period for 3 month (90 days) beginning on the date of hire. During the probationary period the employee will accrue PTO but will not eligible to utilize PTO without the approval of the BML President of the Library. Upon successful completion of the probationary period, the employee may schedule and utilize PTO following the PTO request procedure.

Temporary positions are positions that last for a specified period of time (for example, to replace someone on leave, to assist with a special project, or as a paid intern) regardless of work schedule; employees holding temporary positions are paid on an hourly basis and are not eligible for non-mandated benefits.

2. Full-time/Part-time Status, for Regular Positions:

Regular Full-time: Normal work schedule typically consists of an average of at least 30 hours per week.

Regular Part-time: Normal work schedule typically consists of an average of less than 30 hours per week.

3. FLSA Status: Exempt or Non-exempt (see also *Hours of Work and Overtime Compensation* section).

All employees are designated as exempt or non-exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA) and Vermont wage and hour laws. Any questions about exempt/non-exempt status should be referred to the Personnel Committee. Exempt & non-exempt should be reflected in job descriptions, and in accordance with FLSA.

Non-exempt employees are those who are covered by FLSA, and are eligible for overtime compensation in accordance with FLSA regulations. All non-exempt employees have a designated base hourly pay rate and are paid on a fluctuating hourly basis.

Exempt employees are those whose positions are exempt from FLSA provisions because the work is predominantly “professional, administrative, or executive” in nature, as defined by specific criteria in the regulations. Exempt employees are not eligible for overtime compensation under FLSA and are paid on a standard salary basis.

4. Employee pay type: Hourly or Salaried:

Salaried employees are expected to work a variable schedule to meet their average weekly hours, and are paid a regular bi-weekly salary.

Hourly employees are paid on an hourly basis for the actual number of hours worked in each bi-weekly pay period, as recorded on time sheets.

5. Volunteers

The Library Director is responsible to determine expectations for volunteer recruitment, training, and evaluation, with documented Volunteer Guidelines that are reviewed on an annual basis during the Library Director evaluation cycle. The Board of Trustees shall approve the Volunteer Guidelines, and shall approve any updates to the Guidelines.

B. Other Key Terms:

1. Effective date of hire: The date employment begins, including any adjustments made to credit previous BML employment or debit unpaid leaves of absence.

2. Date of current job: If an employee has changed jobs within the organization, the date work started on the current job.
3. Anniversary date of hire or anniversary date of current job: The day of the month that corresponds to the initial date of hire, or, if the employee has changed jobs, the day of the month that corresponds to the date of the current job.

II. BENEFITS PROGRAMS

A. Summary of Eligibility for Benefits:

Blake Memorial Library may provide various health and other benefits to regular, full-time employees. Eligibility for each benefit depends on the specific requirements of each benefit plan. BML reserves the right to change or eliminate any or all of these benefits at any time. Related documents are available from the Personnel Committee.

B. General Blake Memorial Library Insurance Protection:

Employees of Blake Memorial Library are covered by general liability insurance while they are engaged in assigned duties. If at any time an employee becomes personally liable for a covered occurrence, Blake Memorial Library's insurance carrier will provide legal counsel and indemnification within the terms of the policy.

Blake Memorial Library does not provide insurance coverage for loss by theft of or damage to employees' personal property while it is in or on Blake Memorial Library property or Blake Memorial Library vehicles, nor does Blake Memorial Library provide such coverage for personal property when in an employee's personal vehicle while the vehicle is being used for Blake Memorial Library business. Theft or damage to such personal items is the sole responsibility of the employee.

III. PROFESSIONAL DEVELOPMENT:

To encourage the professional development of our employees, Blake Memorial Library provides reimbursement for attendance at meetings of organizations such as VLCT, VLA, VTLIB, LUV, GMLC, and others deemed valuable by the Personnel Committee. In addition, BML may provide reimbursement for other professional training and development when approved in advance by the President of the Board.

Professional development pertains to all types of training including seminars, workshops, conferences, classes, books, videos, tapes, periodicals, subscriptions, etc. Approval of any training costs is based upon the qualifications identified in each employee's job description or as determined by the employee and the Personnel Committee based on the organization's needs. Exceptions may be made for additional training. Prior approval is required for exceptional expenditures. A flexible work schedule may be arranged to attend professional development activities, subject to prior approval by the Personnel Committee and assuming

satisfactory library staffing.

Blake Memorial Library pays professional membership dues and fees when membership is for the purpose of officially representing Blake Memorial Library, or if they are deemed essential to proper performance of the job or otherwise of direct benefit to Blake Memorial Library.

IV. PAID TIME OFF AND LEAVES OF ABSENCE

Blake Memorial Library provides the paid time off described below. The following information describes in more detail when an employee is eligible for time away from work and in what instances that time will be paid. Employees have the option to use accrued paid time off to cover time taken for an unpaid leave. In all instances the Personnel Committee may make exceptions to this policy.

A. Paid Time Off (PTO)

All time off should be coordinated with the President of the BML Board of Trustees and your supervisor if applicable with as much notice as possible in order to maintain efficient library operations. A PTO request form will be submitted to the President of the BML Board of Trustees, which will be reviewed and approved if it meets the needs of the operation of the library. A one week written notification in advance is required for PTO of less than 30 hours, two week notification for PTO of 30 hours and a 1 month written notification in advance is required for PTO greater than 30 hours. The President may grant or make exceptions to requests for PTO.

PTO must be used in hourly increments. Employees are encouraged to use their accrued PTO. Employees may carry over a maximum of 30 hours of unused PTO to the next BML fiscal year. Upon separation of employment from BML, unused and accrued PTO will be paid out. PTO continues to accrue during PTO periods.

Blake Memorial Library does not differentiate categories of PTO. Regular full-time employees are granted PTO with pay for each year of service, according to the following schedule:

<u>Years of Service</u>	<u>Annually*</u>	<u>Maximum Carryover Balance</u>
1 + years	42 hours	30 hours
2 - 5 years	72 hours	30 hours
6-9 years	84 hours	30 hours
10+ years	96 hours	30 hours

*Annual weekly leave is based on the average scheduled hours for each position.

Date of Hire determines the Years of Service annual vacation balance. Regular part-time employees receive paid time off on a pro-rated basis based on their standard workweek. Temporary employees are not eligible for PTO.

B. Library Closings for Holidays:

Blake Memorial Library observes nine holidays when the library is closed. These include:

New Year’s Day	M.L. King’s Birthday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	
Christmas Eve	Christmas Day

Exempt staff will receive prorated paid time off for a holiday based on regular scheduled work week.

C. Hours of Work & Overtime Compensation:

Working hours are tailored to meet the demands of the library. Flexibility for work events is determined by job descriptions. On occasion, overtime work may be necessary. The following policies are designed to comply with the provisions of the Fair Labor Standards Act.

1. Non-Exempt Employees: The scheduled workweek begins on Monday and ends Sunday. Any overtime work (work beyond an employee’s regular daily or weekly work schedule) should be coordinated in advance with the employee’s supervisor, if applicable, or Personnel Committee, if not applicable. Under the law, non-exempt employees will be paid for any time worked for the benefit of the employer.
 - *Overtime up to 40 hours per week*: Compensation for hours worked by part-time, non-exempt employees in excess of their normal weekly schedule but not in excess of 40 hours in any workweek is paid as “straight time,” that is, at the employee’s regular hourly rate. Payment for the overtime will be included in the paycheck covering the pay period following that in which the overtime was worked.
 - *Overtime in excess of 40 hours per week*. Such overtime should be coordinated, mutually agreed upon, and worked only in special circumstances.

Non-exempt employees who work extra hours in any given work week that is likely to result in their working in excess of their standard scheduled weekly hours will normally be given an equal number of flex hours off within the same week, in order to bring the total hours worked for the week within their standard scheduled total

hours.

When flextime is not possible, comp time may be carried into future pay periods. Every attempt should be made to use comp time soon after its accrual. Supervisors and/or the President of the Board are expected to assist employees in scheduling use of compensatory time off and employees will not be credited with more than 40 hours of compensatory time.

Non-exempt employees who work in excess of 40 hours in any work week will be paid for those overtime hours at the rate of 1.5 times their regular hourly rate of pay. The overtime payment will be made in the paycheck covering the pay period following that in which the overtime was worked.

Only hours actually worked during any work week are counted in computing eligibility for overtime payment at the premium time-and-a-half rate; combined time off, vacation, medical leave, or other paid-time-off hours charged to any week are not included in reaching the 40 hour cut-off for overtime pay.

2. Exempt Employees: There is no legal requirement to compensate exempt employees for extra hours worked beyond 40 per week. Both salaries and vacation schedules for exempt employees are based on the expectation that employees' normal work schedules will include incidental extra hours on a regular basis. However, Blake Memorial Library will provide employees compensatory time off on an hour for hour basis for additional work that cannot reasonably be fit into the employee's normal work schedule.

Every attempt should be made to use comp time soon after its accrual. Supervisors and/or the President of the Board are expected to assist employees in scheduling use of compensatory time off and employees will not be credited with more than 40 hours of compensatory time without the knowledge and approval of his or her supervisor or President of the Board.

D. Unpaid Personal Leave of Absence:

An employee may request a personal leave of absence without pay. Leaves will be granted subject to the operational needs and constraints of Blake Memorial Library, and the employee should make arrangements in consultation with the President of the Board and the Board of Trustees. Normally, a personal leave will not be granted for any period exceeding six months, nor will personal leave be granted during the first year of employment.

BML benefits will cease during an unpaid leave, including any PTO. Exceptions may be made on a case-by-case basis with approval of the full BML Board of Trustees.

E. Jury Duty:

Regular employees summoned to serve jury duty or subpoenaed as a witness will be

granted a leave of absence with pay, up to a maximum of four weeks. Compensation will be equal to the difference between their regular pay and that paid by the courts (less mileage and subsistence allowances.) Any employee summoned for jury duty should notify the President of the Board as soon as possible so necessary arrangements can be made. Documentation of amounts paid by the courts should be submitted in order to enable computation and payment of jury duty pay.

F. Military Leaves - Reserves or National Guard:

Employees are entitled to a leave of absence in order to perform their service requirements as members of the Reserve or National Guard military forces or if they are called or volunteer for active military duty. Employees must submit copies of their military orders to their supervisor in order to qualify for military leave. Employees retain re-employment rights following completion of the military duty or training, according to applicable state and federal law.

H. Employee Time Recording:

All employees must complete an accurate record of time worked and time off taken, submitted to the BML Association Treasurer on a bi-weekly basis.

I. Reporting Absences:

Employees should inform their supervisor, if applicable, or the Board of Trustees President, if not applicable, if they are not able to fulfill work obligations. If the Board of Trustees President is not available, employees should contact, in order of priority: Board of Trustees Vice President, or next available Board of Trustees member.

V. CONDITIONS OF EMPLOYMENT

A. Length of Service and Re-employment:

1. Definitions: An employee's length of service is defined as the period of continuous employment in a regular Blake Memorial Library position beginning with the current period of work, plus any qualified previous service, minus any adjustments for unpaid leaves. Length of service is the basis upon which eligibility for some benefits is determined. Authorized absences, including both paid and unpaid leaves, do not constitute a break in continuous employment, although seniority ceases to accrue during most extended unpaid leaves (see Personnel Committee for exceptions).
2. Re-employment: If an employee has three years of previous service in a regular position with Blake Memorial Library and returns to Blake Memorial Library employment within two years of the previous termination date, the employee will be reinstated with an adjusted date of hire reflecting the number of years of previous service, and waiting periods (as appropriate) will be waived.

B. Expense Reimbursement & Travel Advances:

Employees are reimbursed for transportation, food, lodging, and other expenses incurred in the course of their work when the expenses are reasonable and directly related to the conduct of Blake Memorial Library business, as overseen by their supervisor or the Personnel Committee. If an employee expects to incur unusual expenses, he or she should obtain permission from their supervisor or Personnel Committee prior to incurring the expense.

Reimbursement for authorized expenses will be made when the employee has submitted an expense report. For tax purposes, receipts are required for all expenses claimed except when receipts cannot reasonably be obtained. Receipts are not necessary for reimbursement for mileage. Employees should file expense reports within 30 days after the expenses were incurred. Expense reports submitted after 60 days are reimbursable at the discretion of the BML Association Treasurer.

1. Reimbursable Expenses include, but are not limited to:

- Mileage for business use of personal vehicle at the standard IRS federal rate.
- Tolls and parking fees for personal car use, when used for BML business.
- Other travel costs (rental car, air, train) for a class of travel approved by the supervisor and/or Personnel Committee, in accordance with general BML policies, and with receipts.
- Lodging, meals, and tips when away overnight on BML business.
- Meals for guests of BML, if supported by receipts identifying date, place, names of guests, and reason.
- Telephone calls on BML business from home or field.
- Miscellaneous other expenses, such as copies, maps, film, materials, and other job-related expenses.

2. Travel Advances: Employees can request travel advances to cover necessary cash outlays while traveling on BML business. Expenditures must be subsequently supported by receipts. Excess funds should be returned after the travel is completed, and any outstanding travel advances will be deducted from claims for reimbursement.

C. Professional Standards & Conflict of Interest:

Employees of the Blake Memorial Library owe a duty of loyalty to the mission of the library. This duty includes the obligation to discharge their responsibilities in full compliance with the requirements of the law and in a manner that maintains the utmost in public trust and confidence in Blake Memorial Library. A conflict of interest exists when an employee, or any other person or organization in a position to influence the action of a Blake Memorial Library employee, proposes to act on any issue, matter, or transaction in which Blake Memorial has an interest and he, she, or it may have an interest separate from Blake Memorial Library's. Employees may not use their positions to profit personally at the expense of Blake Memorial Library or to benefit the professional or financial interests of any other organization in which they may have an ownership or

membership interest, or serve as a director, trustee, officer, or employee.

All BML personnel shall abide by the American Library Association Bill of Rights (as follows), the Vermont Statute on Library Patron Confidentiality (Vermont Statute Title 22: Libraries, History, and Information Technology, Chapter 4: LIBRARY PATRON RECORDS), and other applicable laws.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

D. Communications with the Board of Trustees:

The Personnel Committee serves as the liaison between the Blake Memorial Library staff and Board of Trustees. Blake Memorial Library encourages interaction between staff and board; however, if a staff member wishes to communicate with the Board on a formal policy issue or complaint, they should normally do so via the Personnel Committee. An employee should communicate directly with the Board of Trustees when internal complaint procedures have been exhausted, and the employee alleges either:

- that Board policy has been violated to his or her detriment or,
- that Board policy does not adequately protect his or her human rights.

E. Donor Confidentiality:

All information secured by Blake Memorial Library from donors in the course of discussing a potential gift must be treated as confidential, subject to the exceptions

discussed below. Blake Memorial Library's ability to engage in productive efforts to facilitate a donor's gift often requires sharing of information that is sensitive because it is financial or family oriented. Further, knowledge concerning a donor's plans can, in some circumstances, provide a financial advantage to persons not associated with the transaction.

In the course of a donor transaction, Blake Memorial Library's ability to assure at least limited confidentiality is crucial to our continued effectiveness with our donors. Confidences may be shared in the following circumstances:

- Where it is done with the donor's prior consent.
- When, with the donor's consent, the involvement of another organization is appropriate to implement goals. Efforts should be made to preserve confidentiality within the circle of involved organizations.
- When a participating organization (which is involved with the donor's consent) requires public disclosure.
- When the elements of the transaction enter the public domain through the recording of legal documents.

F. Employment of Relatives:

Members of the immediate family and other relatives of Blake Memorial Library employees may be employed if they are qualified for the position. Normally, relatives may not be employed in a situation in which one exercises direct supervision over another. Such a direct supervisory relationship may be approved based on the operational needs of the organization by the Board of Trustees in consultation with the Personnel Committee.

G. Employee Records & References:

1. Personnel Files: Every employee's confidential employment records are kept on file with the Personnel Committee Chair. It is the responsibility of the employee to notify his/her supervisor or the Personnel Committee of any changes to basic personnel information, such as address, marital or civil union status, number of dependents, insurance plan beneficiaries, tax withholding status, and the like.
2. Access to Personnel Files: Access to the central personnel file of any employee presently or previously employed by Blake Memorial Library is limited to:
 - the employee
 - the employee's current or prospective supervisor;
 - the Board of Trustees President;
 - the Personnel Committee.

The personnel files of any current or former staff member are not available for review by any investigator of private or public agencies, prospective outside employers, or others except as mandated by law.

3. Examination of Personnel File by Employee: Employees who wish to examine their personnel records should contact the Personnel Committee. The employee will be given copies of anything in the file upon request within a reasonable amount of time based on the operational needs of the organization.
4. Release of Information: Any requests for verification of employment or other information should be referred to the Personnel Committee or Board of Trustees President. It is Blake Memorial Library's standard practice in response to inquiries to (1) confirm whether or not a person is employed by Blake Memorial Library and the job title; and (2) with respect to former employees, to confirm the dates of employment. No other information will be released without the employee's or former employee's written approval.
5. Reference Requests: Any requests for references on current or former employees will be referred to the employee's immediate supervisor/former supervisor, or applicable staff or board member. Such persons may give references at their discretion but only after consultation and approval of the Personnel Committee. Such references must be represented as personal and not made on behalf of Blake Memorial Library as an employer.

H. Employee Feedback:

Blake Memorial Library promotes opportunities for employees to receive on-going feedback regarding their job performance as well as an annual self-evaluation. Employees are expected to take an active role in soliciting feedback from their peers, internal and external customers, their supervisors (if applicable), and the Board of Trustees.

In using feedback, the focus is on improving systems and processes. Feedback is based on data (as opposed to opinion or judgment) and is intended to give direction to an employee's effort to improve systems and workflow. Feedback sessions are held as often as needed and may be initiated and prepared by the employee, supervisor or Personnel Committee. A supervisor's role in the process is to help facilitate feedback systems. Feedback conferences are not linked to compensation or promotion decisions.

In addition to gathering feedback, staff are also obligated to give feedback. This is based on the fundamental belief that feedback is vital to our ability to improve work and our organization.

Annual self-evaluation for Blake Memorial Library staff shall occur by October 31st, in advance of budget preparation. Paid staff will prepare a self-evaluation based on their job description, to include accomplishment of the previous year's goals, notes regarding special projects, and new goals for the upcoming year. For all staff who report to the Personnel Committee, the committee shall schedule an evaluation meeting at a mutually agreeable time. Staff reporting to the Library Director or other supervisor, shall have an evaluation meeting scheduled by that supervisor or per request of the employee. The Personnel Committee or supervisor is responsible for accepting the evaluation report

and/or providing feedback to the employee. The supervisor shall provide a summary report to the Personnel Committee. The Personnel Committee shall provide a summary report to the Board of Trustees at the next scheduled meeting following all evaluations.

In the case of new hires, an evaluation will be conducted prior to the conclusion of the first three-months of employment. The Personnel Committee shall schedule the evaluation meeting in the month prior to the three-month hiring anniversary. The Library Director shall also participate in the three-month evaluation process for any hire other than him/herself.

I. Problem Resolution:

1. Employee's General Responsibilities: Employees are responsible for managing and improving their daily work. As a result, employees are routinely engaged in decision making, priority setting, and problem solving necessary to design systems and improvements. All employees also share in the responsibility to maintain Blake Memorial Library's organizational culture through giving and receiving feedback, appreciating others, celebrating accomplishments, and maintaining a learning atmosphere.
2. Supervisor's General Responsibilities: The role of supervisors is neither to direct the work of others nor to assume special responsibility in those areas in which all employees have a responsibility. Rather the general role of supervisors is to:
 - Provide information and assistance to employees to support their ability to think and act organizationally.
 - Remove barriers to work and provide assistance in bringing resources to bear on organizational issues.
 - Focus on, articulate, and interpret organizational core values; and help build a shared vision.
 - Communicate the organization's history, strategic vision, and future direction.
 - Support team development, help coordinate cross functional/departmental work flow issues and facilitate communication and problem solving between departments.
 - Help integrate systems and customer priorities within the design of work.
 - Help identify and design opportunities for feedback, and facilitate the collection of feedback.
3. Performance and Resolution of Problems: Blake Memorial Library's assumption regarding performance is based on the belief that most organizational problems are the result of poor systems, not poor employee performance. Therefore, in approaching performance problems, Blake Memorial Library seeks to identify causes in the system, not culprits in the work force.

J. Retirement Policy:

Retirement is not mandatory at any age, and employees may continue working as long as

they are able to perform the requirements of their jobs in a satisfactory manner. However, employees contemplating retirement should discuss their plans with the Personnel Committee at least six months prior to the desired effective date of retirement.

K. Termination of Employment:

Blake Memorial Library does not enter into employment contracts in which the employer guarantees employment and the employee agrees to remain employed for a specific period of time and in accordance with specific terms and conditions. Blake Memorial Library employees are free to resign at any time, and Blake Memorial Library reserves the right to terminate the employment of any individual for any lawful reason.

1. General Procedures: Any terminating employee should contact the Personnel Committee to obtain information regarding final paycheck, termination, and/or continuation of benefits and the like, and to leave a forwarding address. The employee's final paycheck will include payment for any unused accrued PTO as set forth in the PTO policy. The final paycheck is mailed at the end of the final regular pay period, unless specific arrangements have been made in advance. In cases of involuntary termination, final wages, unused accrued PTO, and any other amounts owed shall be paid within 72 hours of termination.

When employees leave Blake Memorial Library employment, they must return all keys, credit cards, and other Blake Memorial Library property. They must also pay any outstanding fees or charges by their last day of work and pay back any outstanding cash advances, or these may be deducted from their final paycheck.

2. Voluntary Termination: A staff member who wishes to resign from Blake Memorial Library employment is asked to inform his/her supervisor, if applicable, the Board of Trustees President, and the Personnel Committee. In order to have adequate time to find a replacement, exempt employees are asked to give a minimum of one month's notice and non-exempt are asked to give a minimum of two weeks notice. By mutual agreement, the notice period may be adjusted.

VI. SEXUAL HARASSMENT

It is against the policies of Blake Memorial Library, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. Blake Memorial Library is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

A. Definition of "sexual harassment:"

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Examples of sexual harassment:

Examples include, but are not limited to, the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an employee's body;
- touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact is unwelcome;
- continuing to ask an employee to socialize on or off-duty when that person has indicated that she or he is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- off-duty conduct which falls within the above definition and affects the work environment.

C. Organizational Obligations:

In the event Blake Memorial Library receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Blake Memorial Library is committed, and required by law, to take action if it learns of

potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. Every Board of Trustee member is responsible for promptly responding to, or reporting, any complaint or suspected acts of sexual harassment. Supervisors should report to the Personnel Committee (who has been designated to receive such complaints or reports), or to the Board of Trustees President. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy.

Blake Memorial Library will keep a record of the complaint, a report of the investigation, and any resulting actions taken. Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation.

If the allegation of sexual harassment is found to be credible, the Blake Memorial Library Board of Trustees will take appropriate corrective action. The Blake Memorial Library Board President and a Personnel Committee representative, working together, will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.

If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy notice. The employer will also review any tangible employment actions (including hiring, firing, failure to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) that involved the complaining person and may have been influenced by the sexual harassment and will take appropriate corrective action, where warranted.

D. Employee Actions:

Any employee who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the Personnel Committee (who has been designated to receive such complaints or reports), or to the Board of Trustees President. It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

If the complainant is dissatisfied with the Blake Memorial Library Board of Trustees action, or is otherwise interested in doing so, she or he may file a complaint by writing or calling any of the following state or federal agencies:

- Vermont Attorney General's Office. Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
- Equal Employment Opportunity Commission. 1 Congress Street, Boston, MA 02114, tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of sexual harassment through the Blake Memorial Library complaint procedure, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney and to pursue a private legal action in state court within three or six years, depending on the type of claim raised. Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

VII. MISCELLANEOUS OPERATING POLICIES

The following is a summary of key employment policies. More detailed descriptions begin in the next section.

A. Notification of Employment:

New employees are given a written notification of employment from the Board of Trustees President, as informed by the Personnel Committee and approved by the full Board of Trustees. This shall contain information about the terms of the job, including title, annual salary or hourly rate, starting date, full-time/part-time status, standard weekly work schedule, and exempt or non-exempt status under the Fair Labor Standards Act. Any employee who does not receive a notification should contact the Board of Trustees President.

This notification is not an employment contract; it is simply a statement of information about the position offered. Employment by Blake Memorial Library is discretionary; Blake Memorial Library does not guarantee that a particular job, salary, set of benefits, or particular conditions of employment will continue for a specified period of time.

B. Pay Period and Paychecks:

Blake Memorial Library has a standard bi-weekly pay period. Paychecks are issued every

two weeks on Fridays.

C. Purchasing and Procurement:

BML maintains a purchasing and procurement policy to support local, environmentally sustainable practices.

D. Personal Use of Blake Memorial Library Phones & Office Equipment:

Employees may occasionally use Blake Memorial Library office equipment for limited personal use. However, if an employee needs access to such equipment for a substantial task, particularly if it will involve using office supplies, appropriate reimbursement should be arranged.

E. Smoking and Drug Use in the Workplace:

Blake Memorial Library maintains a “smoke-free” and “drug-free” work environment.

Materials that will be maintained by Personnel Committee outside of this policy:

Employee benefits summary

Worker's Compensation Insurance information (mandated standards)

Unemployment Insurance information (mandated standards)

PTO tracking process (Treasurer to determine on QuickBooks system)

Job Descriptions

Volunteer Guidelines

Purchasing and Procurement Policy

Whistleblower Poster, to be posted in library