

**PERSONNEL POLICY**

**PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

**PARKERSBURG, WEST VIRGINIA**

## PERSONNEL POLICY

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

The Parkersburg-Wood County Public Library is operated as a service to the public. You as an employee have an important role in the success of our Library. It is the way that you do your job and the manner by which we all work together that guarantees our Library will provide adequate service and have a good reputation in the community.

Since 1913, West Virginia has recognized the employment-at-will doctrine. Unless otherwise provided by statute or regulation, each and every Library employee is an employee-at-will.

Employment-at-will means that each employee has the right to terminate his/her employment at any time, with or without good cause, and the Library has the right to terminate an individual's employment at any time, with or without good cause, subject only to the requirement that the grievance procedure set forth in "Employee Dissatisfaction" be observed.

These policies do not attempt to be all inclusive. They do set forth basic guidelines for personnel-related matters, but the Library reserves the right to handle various circumstances in a discretionary manner.

These policies are not an employment contract or a promise of specific treatment, but rather are a general reference to assist you. We hope all employees will have a long and successful employment with the Library. All employees should understand, however, that neither job security nor any particular level of benefits can be guaranteed. Both the Library and the employee are free to terminate the employment relationship at any time, with or without cause.

Please read these policies carefully. They are our official personnel guidelines, although they may not cover every situation. They may be amended from time to time as the Library determines the need for change.

Welcome to work!

### **DEFINITIONS**

The Board of Directors of the Parkersburg-Wood County Public Library shall be referred to as the "Board." This body is authorized and charged by law and charter to oversee the operation of the Library, insure that proper library service is provided and that qualified persons necessary to give this service are employed.

The Director of the Parkersburg-Wood County Public Library shall be referred to as the "Director." This person is the agent of the Board and is employed and charged with the responsibility to supervise and administer all functions of the Library.

The Parkersburg-Wood County Public Library shall be referred to as the "Library." The Library shall include all operations of the Parkersburg-Wood County Public Library including the Main Branch, South Branch, Williamstown Branch, Waverly Branch, Bookmobile and any other satellite facilities which may be added in the future.

### **EMPLOYMENT**

#### **1. The Library is an Equal Opportunity Employer –**

The Library employs qualified persons without regard to race, creed, color, national origin, religion, familial status, disability, veteran status, age or sex. Our objective is to

## PERSONNEL POLICY

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

hire employees who are qualified for their positions using reasonable job-related standards with regard to education, training, experience, and other personal qualifications.

#### **2. Harassment –**

Sexual harassment is illegal, and the Library will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature with staff or patrons. Harassment based on an individual's race, age, religion, national origin, gender, disability, and familial or veteran status are also prohibited by the law and the Library. The Library will assist promptly any staff member or patron that speaks up about such harassment in the workplace. Every complaint will be handled as confidentially as possible.

If you believe you have been the subject of such harassment because of the actions of a supervisor, another employee or a patron, follow the guidelines under "Employee Dissatisfaction" immediately. If the matter concerns the Director, then you may proceed immediately to the Board Chair.

Retaliation against any employee for filing a complaint or participating in an investigation is prohibited.

#### **3. Application For –**

All those interested in employment by this institution must complete an appropriate application form provided for this purpose.

#### **4. Notification of –**

The Director shall employ such persons necessary for the successful operation of the Library with the size and total staffing of the Library being subject to review and approval of the Board. Those persons so selected for employment shall be notified of their selection by the Director at which time the responsibilities and duties of the position will be reviewed and explained.

#### **5. Orientation –**

The Director shall provide orientation training for all new employees. This orientation period shall also serve as a probationary period of six months. If the employee's performance of duties proves unsatisfactory anytime during this probationary period, the employee will be notified of such unsatisfactory performance and shall be terminated by the Library. Successful completion of the probationary period will not alter the employee's at-will status.

#### **6. Performance Evaluations -** All employees will be subject to an annual performance evaluation.

#### **7. Working Hours –**

- a. A normal working day, on days the Library is open eight or more hours, shall be defined as seven work hours (plus an hour unpaid but scheduled meal hour) for full time staff and will include two 10 minute rest periods.
- b. A working week shall be defined as thirty five to forty (35-40) hours per week for full time staff.

## PERSONNEL POLICY

### PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY

- c. All employee working schedules shall be the responsibility of the Director or of a person designated by the Director. The schedule shall be prepared in such fashion to maintain and ensure full and complete service to the public.
- d. Any necessary variance to the above provisions will be determined by the Board and be so reflected in the official minutes of the meeting at which such action is taken. Reason(s) for said variance will be provided and reflected in the official Board minutes.

#### **8. Pay Periods –**

Employees will be paid bi-monthly (15<sup>th</sup> and last day of month, or last working day before said dates, if they fall on a weekend or holiday).

#### **Benefits –**

All full-time (work 35 or more hours a week) employees shall receive:

- a. Social Security, Workers' Compensation, and West Virginia Retirement Coverage.
- b. Paid Health Insurance for Staff member only, from one of the approved Library plans.
- c. Sick Leave is accumulated at the rate of one (1) day per month to a maximum of twenty-five (25) days [five (5) work weeks]. Sick leave earned in excess of the Maximum Allowable Accumulation will be lost unless taken within the pay period in which it is earned. Sick leave cannot be used to extend vacation nor be paid in cash upon termination/separation. A doctor's verification of illness may be requested at the discretion of the Director and must be furnished for absences of three days or longer.

Sick leave may only be used for illness or medical appointments of staff, immediate family, parents, or any family members the staff member is responsible for, or the death or funeral of an immediate family member, sibling, or parent.

- d. Employees who have worked for the Library for at least twelve (12) months and at least 1,500 hours during the prior twelve (12) months may request unpaid personal leave days for the following reasons:
  - i. Birth and/or care of a child of the employee.
  - ii. Placement of a child into the employee's family by adoption or by a foster care arrangement.
  - iii. In order to care for the employee's spouse, child, or parent who has a serious health condition.
  - iv. A serious health condition which renders the employee unable to perform the functions of the employee's position.

The Granting and approval of such unpaid personal leave days shall be at the sole discretion of the Director in accordance with the law.

Employees are required to use their available vacation time before requesting and being granted personal leave days. Available sick days shall be used prior to personal leave days when related to serious health conditions.

**PERSONNEL POLICY**

**PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

That portion of personal leave of absence which is vacation time and/or sick days, will be with pay according to the Library’s policies regarding vacation time and sick days. During personal leaves without pay, the employee shall not accrue employment benefits, such as vacation pay, sick pay, pension, etc.

Applications for personal leave of absence must be submitted in writing. Applications shall be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days notice is not possible. Employees requesting personal leave due to medical reasons must provide the Library with appropriate medical certification.

**9. Personnel File –**

A personnel file shall be prepared and kept current on each active employee. This file shall be maintained within the guidelines imposed by federal regulations and requirements of the Library.

**VACATION – HOLIDAYS**

**1. Time Granted –**

The amount of your vacation is based on your employment year (employment date to anniversary date each year). Vacations are planned and scheduled to accommodate you and the efficient operation of the Library of which you are a part. Vacations cannot be carried over from year to year and accumulation of vacation in excess of the yearly entitlement (below schedule) is not allowed.

Vacations with pay are provided to give you rest and a change of pace. Vacation that is not taken will be forfeited at the end of the employment year. Following is the vacation schedule:

<b><u>Service</u></b>	<b><u>Vacation</u></b>
After completion of one (1) full year	Two (2) weeks
After completion of three (3) full years	Three (3) weeks
After completion of (10) full years	Four (4) weeks

**2. First Year Employees –**

As stated in this policy, an employee will receive two weeks of vacation at the conclusion of his first employment year. A first year employee may use, if requested, one of these two vacation weeks within the first employment year provided he has worked for six months and follows all other vacation guidelines.

**3. All Vacations shall be scheduled at the discretion of the Director in order to maintain adequate library services.**

**4. If an employee resigns, retires, or is removed, the employee will be compensated for accumulated unused annual leave that has been earned in that employment year, along with any accumulated compensatory time.**

## PERSONNEL POLICY

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

5. If an employee cannot return to work at the conclusion of a vacation period due to illness, written verification of this circumstance must be obtained from a licensed physician and then reviewed/determined by the Director as being sick leave or additional vacation days taken. If employee does not have adequate accrued sick leave or vacation days due, then such employee shall be subject to disciplinary action which could result in termination of employment at the discretion of the Director.
6. The Library shall be closed for the following holidays:
  - New Year's Day
  - President's Day (In house work day)
  - Good Friday, Saturday, and Easter Sunday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - Christmas Eve and Christmas Day (December 24<sup>th</sup> and 25<sup>th</sup>)

Any changes or variations from these designated holidays require approval of the Board.
7. Staff will be compensated for holidays that occur Monday through Friday. Staff who regularly work every weekend will be compensated for holidays that occur on the weekend.
8. Emergency closings: If the Library must close due to weather or disaster, regular staff scheduled to work during those hours will be paid for the hours they were scheduled.
9. The Library will be open all other days and hours deemed necessary and appropriate by the Board to provide service to the public.

### **LEAVE OF ABSENCE**

#### **1. Professional Meetings –**

Employees may attend professional meetings which will increase and enhance their library skills and abilities. To attend such meetings without losing vacation or pay, advance permission must be obtained from the Director.

#### **2. Education Leave –**

An employee who wishes to advance his education in the library field may request an educational leave without pay for a period of up to one (1) year (12 months) from the Director and Board for this purpose. If permission is granted, said employee will enter into a written agreement with the Library stating upon completion of such educational leave, said employee shall return to the employment of the Library for a period specified in such agreement.

## PERSONNEL POLICY

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

#### **3. Jury Duty –**

The Library feels it is everyone's civic duty to serve on a jury when called. If you are called, notify the Director immediately. Arrangements will be made for you to serve unless it is absolutely essential that you remain on your job. The Library will grant you your full regular pay less the amount you receive for jury duty (copy of jury check should be given to library). You are expected to work on any day or portion of a day on which you have been excused from reporting, although you may have to return for duty on the next or succeeding day.

#### **EMPLOYEE GUIDELINES**

1. Employees are to sign in using the posted time sheet or time clock when they arrive for work and whenever they leave the premises during a working day.
2. If an employee is unable to meet his work commitment, the employee is to telephone the Director at work or home. The Director has the authority to reassign employees to compensate for this absence. If an employee is unable to reach the Director, such employee is to notify the Library of this absence immediately after the Library opens.
3. Children of an employee are not to be brought to the Library during the employee's work hours for the purpose of parental supervision or care.
4. Employee parties and functions may be held only during the normal meal or rest periods as described in this policy and should not interfere in the normal operations of the Library.

#### **DISCIPLINARY ACTION**

The Library reserves the right to impose disciplinary action whenever the Director believes it to be warranted. Disciplinary action may consist of an oral or written warning, unpaid suspension, or discharge. The following are examples of conduct which may result in disciplinary action, up to and including discharge.

##### **1. Unsatisfactory Work Performance –**

Tardiness, excessive absence, or inability to perform the job.

##### **2. Negligence –**

Endangerment of Library patrons and/or fellow employees; willful damage to Library property.

##### **3. Incompetency –**

Unable to fulfill employment responsibilities.

##### **4. Insubordination –**

Direct, willful disregard of accepted public behavioral norms.

##### **5. Sexual or other Harassment –**

Unwelcome sexual or discriminatory comments or conduct with other staff or patrons.

The above list is not all – inclusive; other problems or misconduct may also result in disciplinary action. The final decision of dismissal will be made by the Director. All causes

## **PERSONNEL POLICY**

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

for dismissal must be documented and brought to the attention of the employee and of the Board.

#### **RESIGNATION**

The courtesy of a two weeks notice is requested of you if you wish to resign from the Library. A letter of resignation which becomes part of your personnel record should be submitted to the Director stating your last day of work. The Director will then conduct an exit interview with you. A failure to give such notice will not affect your final pay arrangement or your employee benefits. Before leaving, you will be expected to pay in full any payments due the Library.

#### **EMPLOYEE DISSATISFACTION**

The following procedure will be used to meet all employee dissatisfaction and/or problems:

1. The employee may verbally discuss the matter with the Director to reach a suitable solution.
2. In the event a suitable solution is not reached per Step 1, the employee may file a written notification of the work-related problem with the Director, a copy of which is to be forwarded to the Chair of the Board. A verbal discussion will be held with the dissatisfied employee, the Director, and the Chair of the Board.
3. If a suitable solution is not reached per Step 2, the employee may submit a written notification and request for a hearing by the Board.

A hearing before the Board will then be held. If a suitable solution cannot be reached between the dissatisfied employee and the Board, the Board will determine the matter through a motion and a majority agreement of those Board members present. Any decision rendered by the Board will be final.

#### **PART-TIME EMPLOYMENT BENEFITS**

A part-time employee is a person working less than 35 hours per week. Such person will receive employment benefits as follow:

1. Social Security, Workers' Compensation coverage and Unemployment Compensation are offered as prescribed by law.
2. Sick leave and vacation days will be granted proportional to hours worked, and pursuant to the same conditions as outlined for full-time employees.
3. No other benefits as set forth in this policy will be provided to part-time employees.



## **PERSONNEL POLICY**

### **PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY**

#### **DRESS GUIDELINES**

The following is an attempt at standardizing for all staff what mode of dress is requested at the Parkersburg and Wood County Public Library. These guidelines will be changed and adapted as concerns are relayed. It is asked that you follow these guidelines.

- All employees are expected to be clean, neat, and well-groomed during working hours.
- Do not wear shorts.
- Skirts and dresses should be longer than midway between thigh and knee.
- Do not wear muscle shirts, tank-tops, or any clothing bearing profanity, slogans, sayings, team or musical group names.
- Wear socks with sneakers and jogging shoes.
- Do not wear clothing that is ripped or gashed.