



Personnel Policy

Section I: Introduction

A. Welcome. This policy, adopted by the Board of Directors (“The Board”) of Union Library Company of Hatborough (“ULCH”) concerning personnel, may be referred to as a staff manual. It is designed to be a consistent and fair guide in the formal working relationship between the library and the staff.

This policy will define the areas in which decisions will be made, and to provide a framework whereby decisions made will be in line with the overall wishes of the library board. It is the Director’s job to establish those rules and procedures to effect this policy.

No policy or manual can possibly cover every contingency. Situations will arise that are not explicitly covered herein. In such cases the fundamental principles of fairness, consistency, and common sense will be employed to reach a fair decision. Such a contingency may lead to the updating of this policy.

The Board desires that every employee shall receive and understand these policies. Each employee receives a copy when hired. Questions should be referred to the Director.

B. Nature of employment. Your employment with the library is “at will,” which means that either you or the library may elect to terminate the employment relationship at any time, with or without stated cause, and with or without notice.

C. Confidentiality. During the course of your employment at the library, you will have access to confidential information regarding users and business transactions (payroll, financial information, circulation records, etc). Every employee, both during and subsequent to employment, must hold this information in strictest confidentiality. It is strictly prohibited to discuss this information with any individual not employed by the library, including family members. Staff are considered bound by the library’s Confidentiality Policy.

D. Non-fraternization. The library is committed to fostering a professional work environment. On this basis, supervisors are not allowed to date employees who report to them directly or indirectly. Spouses and immediate family members are not permitted to work in positions where they directly report to their spouses or family members.

E. Changes. Changes to this policy may be made at any time. Staff are encouraged to submit suggestions to the Director. The Director will submit proposed changes to the Board for consideration. If changes are approved by the Board, this policy will be revised and a new version approved. Every employee will receive a copy of the new version of this policy.

Section II: Compensation

A. Categories of employees. The Board has established two categories of employees, as follows:

- Full-time employees: approved by the Director and confirmed by the Board, with salary and benefits approved by the Board.
- Part-time employees: hired by the Director, with pay computed on an hourly basis.

All employees must have a Social Security number and must show evidence of citizenship, work visa, or other related documents. All employees must provide background clearances from requisite law enforcement agencies and or from the Commonwealth of Pennsylvania.

B. Payroll procedures. Time sheets (or monthly staff charts) provide a record for pay purposes of the hours worked and paid-time-off for full-time employees. All employees should follow guidelines from the Director as to entering the correct number of hours worked each day. The Director will verify and submit hours to the bookkeeper.

ULCH employees are paid on a twice-monthly pay period. Employees are encouraged to use direct-deposit and file appropriate paperwork with the bookkeeper.

Certain deductions are required by law, including federal income tax, PA state income tax, PA state unemployment tax, earned income tax, worker's compensation, and Social Security. All employees must complete a W-4 form and are responsible for alerting the bookkeeper to any change in status which will affect payroll.

C. Pay adjustments. Pay adjustments may be made at the end of each calendar year, based on decisions by the Board. These may be based on cost-of-living changes or meritorious job performances.

D. Probationary period. Each new employee shall be subject to a 90-day review period. Employment shall be considered permanent following a satisfactory review by the Director. The results of such a review shall be provided in writing to the employee following a review discussion conducted in person. The Director may elect to issue a second review period of 90 days in cases where a review that is not wholly satisfactory. In this event, the employee shall be given details of why the review is not satisfactory, and specific direction regarding what in their performance requires improvement. At end of the second 90 day review, the employee shall be either confirmed as permanent, or terminated.

Section III: Benefit Information

A. Personnel benefits. Full-time employees (i.e. Director) may be offered benefits, including paid-time-off, health insurance, and a deferred annuity (pension) plan. The library reserves the right to modify and/or eliminate the funding of any personnel benefits except for Social Security and worker's compensation.

B. Worker's compensation. The library carries Workers' Compensation insurance for all employees as required by Pennsylvania law. The law guarantees benefits to persons with work-related accidents or injuries or occupational diseases. In case of an on-the-job injury, the employee must notify the Director immediately. An Accident Report Form must be submitted. The bookkeeper will contact the library's insurance agent as needed.

Section IV: Personnel Actions

A. Equal Opportunity Employment. ULCH is an equal opportunity employer, and as such, it takes affirmative measures to ensure that all applicants for employment and promotion are considered, and employees are treated in compliance with applicable laws. The library does not discriminate on the basis of race, color, religion, natural origin, sex, age, disability, or sexual orientation. The library will make reasonable accommodations for employees with disabilities on an individual basis.

B. Issues of sexual harassment. It is a violation of library policy for any employee to threaten, harass, intimidate, assault, or otherwise interfere with the terms and conditions of employment. Harassment on the basis of sex by any library employee or agent is a violation of ULCH policy and also considered to be illegal sexual discrimination under federal and state Civil Rights Employment Rules and Regulations.

Unwelcome sexual advances, or other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

- a) Submission to such treatment is made explicitly or implicitly a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting that individual;
- c) Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who feels he/she has been treated unfairly may contact the Director at Director@HatboroLibrary.org, or may directly contact the Board at Board@HatboroLibrary.org.

C. Recruitment and hiring. Positions are filled either through a promotion of an existing employee or through the selection of a new employee. Postings shall be made, including job title, salary, and the educational requirements necessary. Selection shall be made by the Director.

Appointment of full time professional staff is subject to the approval of the Board. All employees will complete all appropriate forms, receive a copy of the Personnel Policy, and participate in an orientation program.

D. Job descriptions and personnel files. Each new employee will have an adequate introduction to his/her work by the supervisor or Director. Each employee will be given policies and information about the library, and a job description.

A job description allows each employee to review what is required of the position and understand how the review process will be handled. Performance evaluations allow the Director to review employees annually, or more frequently if there has been less-than-satisfactory work performance.

Performance evaluations are kept in each personnel file, which will be maintained by the Director. Files include letters of hire, background clearances, a job description, performance reviews, letters of commendation or salary increase, and other important papers. Files may not be removed from the office, but employees may request materials from their own file.

E. Grievance procedure. Honest, direct, and sincere communication between an employee and the supervisor/Director is the best way to resolve disputes. It is the dual obligation of the employee and the supervisor to make a good-faith attempt to find solutions to disputes.

Grievances can be sent to the director at Director@HatboroLibrary.org. If an employee has a grievance the employee feels the Director may have difficulty treating impartially, the employee should directly contact the Board at Board@HatboroLibrary.org. All such concerns will be answered in writing.

F. Discipline. This Personnel Policy outlines the rules governing employee conduct and responsibilities, which have been established in the best interests of the library, its patrons, and employees. If an employee violates any library policy, appropriate disciplinary measures shall be initiated by the Director.

a) Misconduct or minor offenses are those violations which are unacceptable if repeated, but for which the employee will not be discharged for the first offense:

- Abuse of sick leave or other staff privileges
- Tardiness
- Absence without notice
- Discourteous behavior
- Profane language
- Falsification of forms
- Unauthorized purchases

*Employees absent for 3 or more consecutive scheduled days without notifying their supervisor are considered to have resigned from the library.

b) Serious offenses are singular, willful, or deliberate violation of such a nature that continued employment is not in the best interest of the library:

- Willful neglect of duty
- Theft of library property
- Fighting or causing bodily harm

- Forgery or willful submission of false documents
 - Possession and abuse of alcohol or other drugs, or entering the library premises under the influence of alcohol or other drugs
 - Any criminal act for which an individual is arrested and convicted
- c) Disciplinary procedures are not sequential in nature; any one is available at any time.
- Counseling of employee or oral reprimand.
 - Written reprimand, including details of an incident or infraction
 - Written warning
 - Termination

H. Resignation/Termination. Full-time employees are expected to give a one-month notice to the Director (or to the Board) before the expected last date of employment. Part-time employees are asked to give notice two weeks before the expected last date of employment. The Director shall conduct an exit interview with any employee leaving work; such information will be retained in the Personnel file.

I. Clearances. Beginning in 2018, All employees are required to have the following clearances:

- PA Child Abuse History clearance
- PA State Police Criminal Background check or FBI Criminal Background check
- PA Keep Kids Safe Disclosure Statement

If the employee has lived outside of PA within the last five years, he/she may be asked to get an FBI clearance to cover crimes outside of PA. The library will accept existing clearances if completed within the past six months.

Section V: Vacation and Leave of Absence

A. Holidays. The following are Board-approved holidays when ULCH is closed: New Year's Day, Presidents' Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve. The Board may determine when each holiday will be observed. In addition, the library may close on days next to official holidays (eg the Friday after Thanksgiving).

Paid holidays are granted to full-time employees only.

B. Paid Time Off (PTO). This PTO provision gives full-time staff members a number of days away from work with pay. PTO days may be used as vacation, personal time, or sick leave. The Board will determine the number of PTO days for each full-time hire. PTO is computed and taken based on a calendar year. No days will carry over from year to year.

C. Vacation for part-time employees. Part-time employees may take leave without pay at the convenience of the library. All such leaves must be scheduled and approved in advance by the Director; approval is subject to the availability of substitute employees.

D. Illness and/or death in the family. Full-time employees may take one, two, or three days off with pay should an immediate family member pass away. The immediate family is considered to be a father, mother, brother, sister, husband, wife, daughter, son, grandparent, or grandchild.

E. Jury duty. Any employee called to jury duty is encouraged and expected to serve. A full-time employee shall receive his/her normal library pay for each day served in exchange for assigning to the library his/her statutory juror fee.

F. Employee under subpoena. If an employee is subpoenaed to appear before a court, commission, or other public body pursuant to duly issued process, those days are taken without pay (or PTO days are used for full-time employees).

G. Short-term leave-of-absence. This is defined as authorized absence from work for a specified time, not to exceed 30 calendar days. During this time employees are not on pay status but retain their positions. A short-term leave-of-absence must be approved by the Director.

H. Maternity/adoption leave. A pregnant employee may continue to work as long as she is physically able before the day of delivery. Unpaid maternity and adoption leave up to 3 months may be granted to a full-time employee, without pay. Written requests must be submitted to the Board.

I. Conferences, meetings, workshops. The library recognizes the need for development of the staff through continuing education courses and workshops. All requests for permission to attend such workshops must be approved in writing by the Director.

Section VI: Conditions of Work

A. Breaks. An employee is entitled to a 15-minute break for every four (4) hours of work.

B. Courtesy. Good interpersonal relationships among employees are vital. It is expected that all employees will extend common courtesy and respect to each other at all times.

C. Dress guidelines. The library requires employees to wear appropriate attire conducive to a professional environment. Shorts, t-shirts with logos, political expressions, torn clothing, tank tops, midriff tops, halter tops, tube tops, and similar attire are not permitted. Shoes/sneakers/sandals must be presentable and worn at all times. If the director deems an employee's dress inappropriate or distracting, the employee will be advised and expected to make appropriate adjustments.

D. Work schedules. Employees will work daytimes, evenings, and weekends, as scheduled by the Director. The library strives to provide the best and most convenient hours of operation for the residents of Hatboro.

Employees not able to work on their assigned days must find a replacement and inform the Director at least 24 hours in advance.

E. Mileage. The library will reimburse employees for mileage to conferences and library functions, which have been approved by the Director and/or the Board. This will be paid at a rate approved by the Board.

F. Service to the public. Library staff members are expected to give service to individuals or groups in a pleasant, efficient, and knowledgeable manner. Each staff member is responsible for knowing and understanding library policies and procedures so that all users are treated fairly.

The public should expect:

- Reliable information
- Courteous service in person, by telephone, or email.
- Real consideration of suggestions and complaints.
- Access to materials at other libraries.
- Confidentiality of their registration and circulation records.
- An atmosphere conducive to appropriate use of the library.

G. Smoking. No smoking is permitted by the public or staff in any room of the library, including the Thomas Room.

H. Solicitations. Charitable contributions may not be solicited by employees while at work unless approved by the Director. Likewise, members of the public may not solicit other members of the public or other library employees within the library.

I. Telephones, computers, email. Library telephones are for library business; personal calls, when necessary, should be brief.

Employees have no right or expectation of privacy in email or the Internet. The library, which owns the computers and software, permits employees to use them in performance of their duties. All employees must register user names and passwords with the Director and report changes thereto, on library devices and accounts.

J. Personal possessions. The library is not responsible for employees' personal items which may go missing. Office space/upstairs space can be assigned for personal possessions.

