**Whiting Public Library personnel policy**

**Example of a Vermont municipal public library personnel policy.** Please note that any mistakes from original are the author’s responsibility.

*How relevant is Whiting to your library*? Whiting Public Library’s total revenue ($105,113) ranks 59th in the VT Department of Libraries’ 2018 statistics[[1]](#footnote-1). Its total revenue places the library in the 62nd percentile within the state. Census population is 3,400. The median total revenue for Vermont public libraries is $80,020.

Whiting Public Library’s policy is brief, but it covers what the trustees believed were important points. Please feel free to cut and paste from this document into your own policy or policy draft, and then do your own editing. There are items in other examples that do not show up in Whiting’s policy. It is really a matter of how detailed you want to be based on your library’s collective experience through time.

If you would like advice or guidance in preparing your personnel policy, or in reviewing a policy that you think needs updating, please [email](mailto:gdeziel@uvm.edu?subject=Library%20personnel%20policy%20-%20inquiry%20[Whiting]) or call me. My contact information is found on the last page.

Best regards,

Gary Deziel

**Whiting Library Personnel Policy[[2]](#footnote-2)**

The Whiting Library staff consists of all personnel paid through the operating budget of the Whiting Library.

# Benefits

**Paid Holidays**

Whiting Library employees shall receive 10 paid holidays per year as follows : New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Indigenous People’s Day, Veteran’s Day, Thanksgiving Day, Christmas Day.

In addition, the Board of Trustees may, at its discretion, grant additional days as determined by the calendar sequence of these holidays. Whiting Library will not be bound by the holidays granted to Town of Chester municipal workers.

Employees will receive holiday pay based on hours normally worked on that day. Employees are not paid for holidays which occur on days when the library would not be opened or for days they would not have been scheduled. In the event of library closure due to unforeseen events, staff will be paid based on hours normally worked that day.

**Personal Paid Time Off (PTO)**

The purpose of PTO is to provide employees with flexible paid time off for such needs and activities of the employee’s choice. Personal time may include sick time, appointments, bereavement, vacation, or other situations that require time off from work. PTO may not be used for reporting late to work.

Employees of six months shall receive one week of PTO. Employees of one year to two years shall receive two weeks of PTO per year. Employees of two years through five years shall receive three weeks of PTO per year. Employees of six years and over shall receive four weeks of PTO. It is awarded at the beginning of the fiscal year.

PTO is calculated as normally scheduled hourly work week. PTO is not earned during extended unpaid leave, but will be prorated upon return. Employees shall charge all days off using earned PTO. Employees may not borrow against the PTO as yet unearned. PTO cannot be redeemed for monetary compensation except in case of termination of employment, when employee will be compensated for any unused PTO.

Extended unpaid leave may be granted following PTO expenditure for extenuating circumstances at the discretion of the Director with the best interest of staffing and community needs.

PTO may be carried over into a new calendar year, understanding that leave may be subject to approval of the Library Director based on staffing concerns and the need to serve our patrons. PTO may not be carried over for more than one calendar year. Employees must use their accumulated PTO or it will be forfeited at the end of the second calendar year.

**Employee breaks** are given for 15 minutes once during any shift of longer than 3 hours.

**Paid Lunch**: Staff members shall receive a paid 30-minute lunch break if employee is scheduled for more than six hours in a day.

Pay Raises: Increases may be paid to all staff members on an annual basis in those years the Library Board of Trustees has approved such in the Library Operating Budget.

Grievances: Any staff member who has work related concerns on any matter other than misconduct by the Library Director shall bring his/her concern or grievance to the Library Director. The employee shall first present a written grievance to the Library Director within five days after the issue of concern has occurred or the date the employee first became aware of the issue, whichever is later. The written statement shall include a clear statement of the grievance, the issue involved, the date the incident took place, the remedy requested and signature of the staff member. The Library Director shall meet with the employee within seven days, sign the employee’s written statement and if requested by either party, a member of the Personnel Committee shall participate. If neither the Library Director nor the employee feels the matter is sufficiently resolved, either party may contact the Chair of the Board of Trustees, hereinafter Board Chair who shall bring the matter to the board’s Personnel Committee or the full Board of Trustees for resolution. If the matter is still not satisfactorily resolved, the Board Chair shall bring the matter to the Town Manager of Chester for resolution.

If the staff member has a concern or grievance relating to misconduct by the Library Director, the staff member shall take his/her concern or grievance to the Board Chair. The employee shall first present a written grievance to the Board Chair within five days after the issue of concern occurred or the date the employee first became aware of the issue, whichever is later. The written statement shall include a clear statement of the grievance, the issue involved, the date the incident took place, the remedy requested and signature of the staff member. The Board Chair shall meet with the employee within seven days, sign the employee’s written statement and if requested by either party, a member of the Personnel Committee shall participate. If neither the Board Chair nor the employee feels the matter is sufficiently resolved, either party may bring the matter to the board’s Personnel Committee or the full Board of Trustees for resolution. If the matter is still not satisfactorily resolved, the Board Chair shall bring the matter to the Town Manager of Chester for resolution.

If the Library Director has a concern or grievance of any kind he/she shall follow the procedures above.

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1. <https://libraries.vermont.gov/services/news/public_statistics>

   Vermont Department of Libraries, Public Library Statistics (see link to 2018). Accessed April 23, 2020. [↑](#footnote-ref-1)
2. <https://www.whitinglibrary.org/about-whiting-library/policies/>

   Whiting Public Library Policies. Accessed April 28, 2020. [↑](#footnote-ref-2)