



**LANGDON**  
PUBLIC LIBRARY

**LANGDON LIBRARY  
PERSONNEL POLICY  
MANUAL**

# **LANGDON LIBRARY PERSONNEL POLICY MANUAL**

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### **MISSION STATEMENT**

The Langdon Public Library (the “Library”) will perpetuate Woodbury Langdon’s interest in the intellectual welfare of the town and its people. The Library is committed to providing resources adequate to serve the varied needs of the patrons of Newington. Our goals are to furnish library patrons of all ages with a variety of informational resources, to assist members of the community in their educational and cultural endeavors, and to preserve the heritage of the library for current and future Newington residents.

## INTRODUCTION

The purpose of this document is to inform employees of the personnel guidelines they can generally expect will be applied regarding the conditions and benefits of employment in the service of the Langdon Library, Town of Newington, New Hampshire (the “Library”). The Library Board of Trustees (LBOT) retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the Library, its patrons and employees. The Langdon Library Personnel Manual is intended to provide guidelines which are subject to change at the sole discretion of the LBOT. The LBOT strives to treat each employee fairly, and may, on a case-by-case basis, modify a policy summarized in this manual when such an action is consistent with the best interests of the Library, and within the parameters of the law. Every effort will be made to provide advance notice of changes to the extent practicable.

The benefits set forth in this manual are subject to the vote of the LBOT. Health benefits are also subject to Town of Newington voter approval. Benefits or plans outlined in this handbook may be changed at any time, and any future revisions or changes to a specific benefit plan will be in writing and distributed to all employees through the LBOT.

**This manual is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing employment status of any Langdon Library employee, and shall not create any due process requirements in excess of federal or state constitutional, statutory, or regulatory requirements. Neither the policies contained in this manual, nor any other written or verbal communication by any other employee, including management employees, are intended to create a contract of employment or a warranty of any of the benefits described in this manual. Only the LBOT can, by vote, enter into a contract for employment with any employee.**

This manual applies to the wages and benefits of all personnel employed by Langdon Library. Sections of this manual address workplace conditions, and where specified by any state or federal law or regulation, may apply to all Langdon Library personnel, elected and appointed officials, volunteers and others. As appropriate and in accordance with the law, this will include the Americans with Disabilities Act, Equal Opportunity Employment and Sexual Harassment Policies.

The LBOT reserves the right to change, revise or eliminate any of the policies, procedures, or benefits described in this manual at any time, in its sole discretion. When possible, the LBOT will provide advance notice of such revisions and other changes.

It shall be the responsibility of each employee to acquaint himself or herself thoroughly with the provisions of this manual. A copy of the manual will be provided to each employee upon hire. Employees are required to acknowledge, in writing, that they have received and reviewed this manual.

**The Library Board of Trustees**

\_\_\_\_\_  
Jack O'Reilly, Chair

\_\_\_\_\_  
Meghann Wayss, Treasurer

\_\_\_\_\_  
Alexandra Jacuch, Trustee

\_\_\_\_\_  
Jon Wendell, Trustee



**RECEIPT AND ACKNOWLEDGMENT OF LANGDON LIBRARY PERSONNEL  
MANUAL**

This personnel manual is an important document intended to help you become acquainted with the Langdon Library. This manual will serve as a guide; it is not the final word in all cases.

Individual circumstances may call for individual attention

Please read the following statements and sign below to indicate your receipt and acknowledgment of the manual.

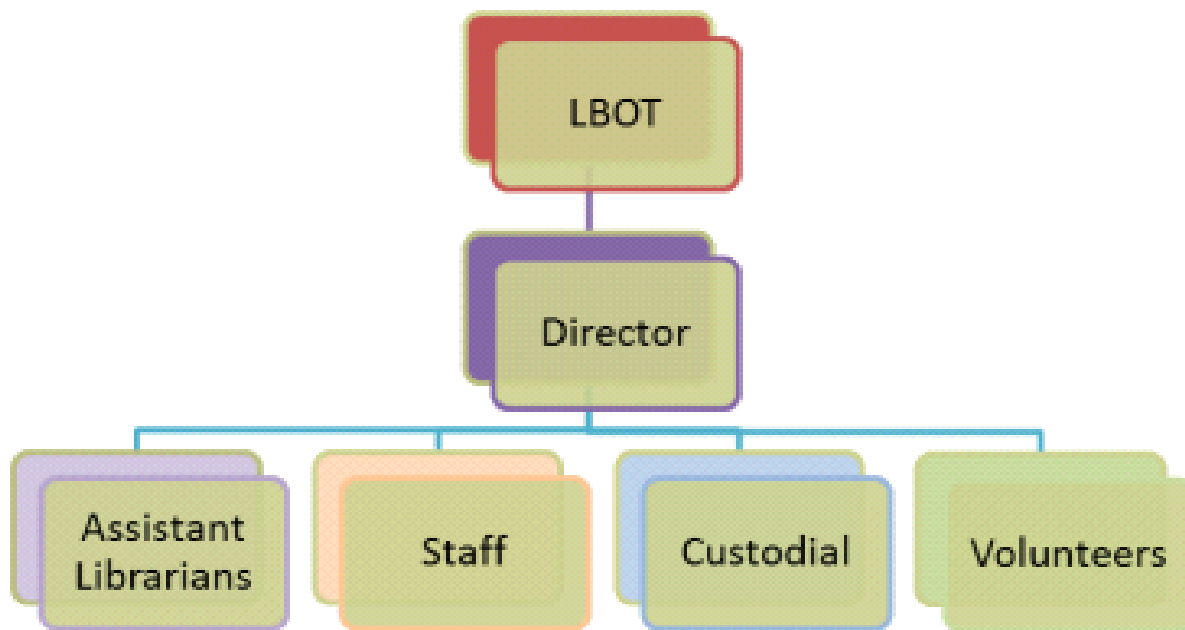
- I have received a copy and understand that it is my obligation to read the Langdon Library Personnel Manual. I understand that the policies described in the manual are subject to change at the Langdon Library’s sole discretion at any time.
- I am aware that the descriptions of benefits in this manual are not contractual in nature and do not guarantee any continuance of said benefits.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be disclosed or used for any reason other than legitimate and necessary Library business, except as required by law.
- My signature below indicates that I have read and understand the above statements and have received and will read the Langdon Library Personnel Manual.

\_\_\_\_\_  
Employee’s Name (please print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature

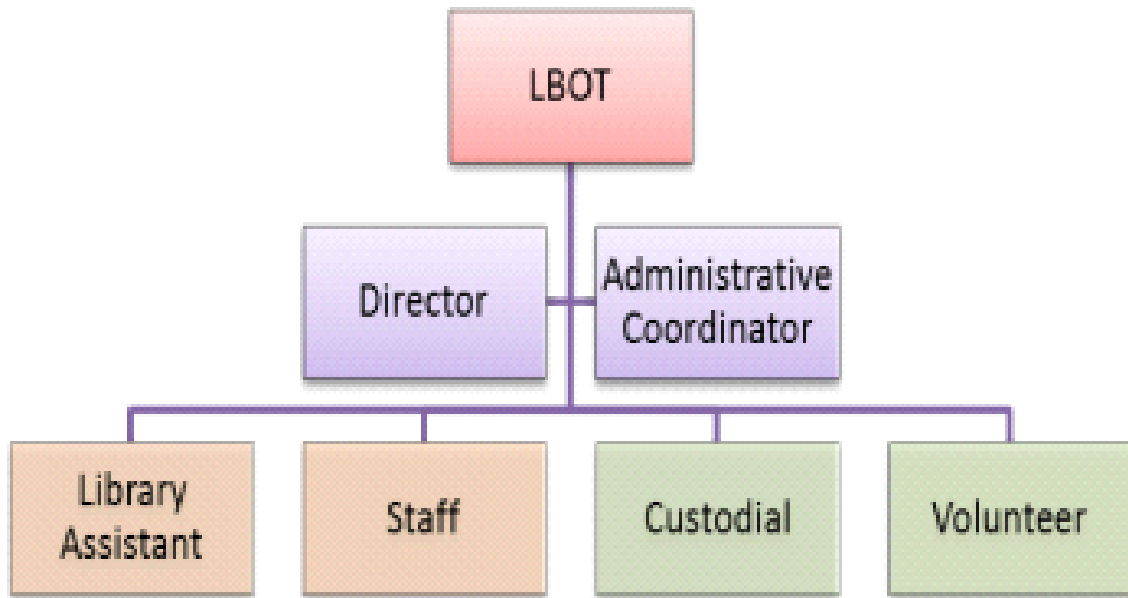
# 1 ORGANIZATION OF THE LIBRARY



LBOT- elected officials

Director- appointed by LBOT

All hires to be approved by LBOT



LBOT- elected officials

Director- appointed by LBOT

Director and Administrative Coordinator report to LBOT

All hires to be approved by LBOT

## **2 EMPLOYMENT PRACTICES**

The Langdon Library is an Equal Opportunity Employer and firmly committed to the spirit as well as the law of non-discrimination on the basis of any legally protected status, including but not limited to national origin, religion, race, color, gender, sexual orientation, pregnancy, age, genetic information, ancestry, marital status, physical and mental disabilities, or veteran or military status.

### **2.1 Recruitment**

With the LBOT's approval, the Library Director (the "Director") can place advertisements for open positions and interview candidates. The Director will then bring recommendations to the LBOT. The Director will supply resumes, written summaries of interviews and written information obtained from each reference for consideration by the LBOT. The LBOT relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment on the basis of malfeasance or misfeasance, as appropriate.

It is the policy of the LBOT that vacancies, except those filled by promotion, be advertised in at least one source. The LBOT may authorize the Director to advertise the position and applications shall be received for at least one week after the date of advertisement. In the best interest of the Library, the LBOT may waive the above process in favor of an alternative recruitment process.

### **2.2 Selection**

The LBOT has the sole responsibility to hire employees and set the terms of employment and compensation. The Director has the authority to pre-screen qualified candidates and make recommendations to the LBOT. Any letter of appointment should be signed by the LBOT Chair or his/her designee and contain date of start, compensation, range of hours and approximate work schedule. The letter will also set forth any pre-employment requirements upon which employment is contingent.

**2.3 Pre-employment reference check** Upon offer of employment, applicants age 18 or older may be required to submit to a criminal background check. The LBOT may contact the applicant's references, and, as deemed appropriate by the LBOT, an applicant's past employers may be contacted and other application-related inquiries may be made.

#### **2.4 Full-time employment status**

Full-time employees are regularly scheduled to work 35 or more hours per week. All full-time employees are eligible for the Library's benefit package, subject to the terms, conditions, and size limitations of each benefit program.

#### **2.5 Part-time employment status**

Part-time employees will be regularly scheduled to work no more than 30 hours per week.

#### **2.6 Exempt and nonexempt employees**

All part-time employees are "non-exempt" from the overtime requirements of the Fair Labor Standards Act (FLSA) and are eligible for overtime pay in accordance with the FLSA and Library policy.

#### **2.7 Returning employment**

If a previous employee of good standing is rehired, all previous benefits, position, rank, and accruals associated with the previous employment may be carried forward to the new employment at the discretion of the LBOT.

#### **2.8 Nepotism**

Immediate family will not be employed in regular full-time or regular part-time positions where:

- One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other;
- Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the library's interests and their own.

"Immediate family" shall be defined as spouse, domestic partner, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or other relative living in the immediate household of either the employee or his or her spouse. This policy shall apply prospectively to new immediate family employment relationships from the adoption of this manual by the LBOT. A relative of a trustee may be employed as a substitute staff member by the library with the understanding that the trustee related to the library employee would recuse themselves from any discussion regarding their compensation or discipline.

#### **2.9 Personal data changes**

It is the responsibility of each employee to promptly notify the Director of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

### **2.10 Americans with Disabilities Act of 1990**

In accordance with the Americans with Disabilities Act of 1990 (“ADA”) and RSA 354-A, the Library prohibits any form of discrimination against individuals with physical or mental disabilities with respect to hiring, or the terms and conditions of employment. The Library will make every effort to make reasonable accommodations to ensure equal opportunity for qualified individuals with disabilities in the application process and in performing essential job functions. Please notify your supervisor if, because of a disability, you require an accommodation to perform the essential functions of your job. You may be asked to provide medical information regarding your disability and possible accommodations, and the Library expects that you will engage in this interactive process in good faith so that we may determine eligibility for accommodation and identify reasonable accommodations. The Library will maintain all medical information in a confidential manner in accordance with the ADA, and will provide reasonable accommodations as required by law. The Library may decline to provide accommodations to individuals who are not qualified individuals within the meaning of the law, and may also decline to provide accommodations that are not reasonable or that cause an undue hardship.

### **2.11 Benefits – start of employment.**

All benefits begin upon date of hire with the exception of contractual benefits such as insurances, which will commence on the first day of the month following a full 30 days of employment. Additional detailed information on benefits are listed in Section 6.

## **3 PERSONNEL ACTIONS**

### **3.1 Confidentiality**

Information and records relating to Library business, operations, plans, projects, strategies, employees, or patrons may be confidential. No Library information, including, without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from Library premises without authorization. Additionally, the contents of the Library’s records may not be disclosed to anyone, except as required by law. Employees who are unsure whether certain information is confidential

are expected to seek clarification from their supervisor prior to disclosure of said information.. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or negligently revealing information of a confidential nature.

### **3.2 Performance evaluations**

Performance evaluations will be conducted by the immediate supervisor and the Director with each employee a minimum of once a year within 30 days of the anniversary of their date of hire, if practicable. New employees will also be provided with a performance evaluation after approximately six months after hire. Evaluation of the Director shall be conducted by the full LBOT. A subcommittee of the LBOT will present the evaluation to the Director. Evaluation of employee performance is a continuing process throughout the course of employment, and the employee may meet with their supervisor to discuss performance at other times during the year in addition to their annual evaluation. However, during the annual evaluation process, the supervisor will discuss the evaluation with the employee, giving the employee an opportunity to understand the expectations of their position and to examine strengths and areas in which the employee may need to improve. The employee will have the opportunity to provide a written response to be placed in the file. Such response will be shared with the LBOT by the Director. All evaluations shall be signed by the employee and the person conducting the evaluation. The employee's signature indicates having seen the evaluation and does not indicate agreement or disagreement with it. The evaluation shall be in writing and shall be placed in the employee's personnel file.

### **3.3 Compensation**

Compensation increases will be awarded as recommended by the Director and approved by the LBOT. Compensation will be awarded for individual merit, based on the recommendation of the Director and the approval of the LBOT. The Director will conduct an annual goal setting review with each employee. This review and the continuing education and/or professional growth of the staff member will be the basis of the Director's recommendation.

### **3.4 Promotions**

Promotions from one position to a higher position may be made by the Director with the approval of the LBOT. Each promotion should include a letter of change, stating the nature of the change, any changes in compensation etc., dated, signed by the Director and the employee and placed in the employee's file. The employee will receive a new job description. At the

conclusion of the six month probationary period for the new position, the Director and the LBOT shall decide if the promotion is to be made permanent.

### **3.5 Transfers, demotions or adjustments**

This includes lateral and/or additions to job responsibilities etc. It may be necessary at times for employees to be transferred or demoted due to staffing, budgetary needs, most effective use of personnel, inability to handle position responsibilities or discipline. The Director, with the oversight of the LBOT, determines which employees are assigned to various job functions. Employees are to be trained on any new responsibilities a new position requires. Each permanent change should include a letter of change, stating the nature of the change, reason for the change, any changes in compensation etc., dated, signed by the Director and the employee and placed in the employee's file. The employee will receive a new job description and job title.

### **3.6 Personal appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Library presents to patrons and visitors. The delivery of patron service begins as soon as we have contact with a patron. We ask all employees to use common sense when they dress for work. Please dress appropriately for your position and job duties and make sure you are neat and clean at all times. If you have any questions about the proper attire for your position, please contact your supervisor. We will try to reasonably accommodate an employee's special dress or grooming needs that are the result of religion, ethnicity, race, or disability.

### **3.7 Parking**

Parking for all staff members is at the farthest end of the parking lot.

## **4 HOURS OF WORK**

### **4.1 Hours of Work**

The normal full-time work week shall be 35 hours; this is subject to change. The work schedule shall be posted. Any changes in the schedule shall be announced with as much notice as practicable. Staff members are expected to fill in when possible in case of the planned or unexpected absence of other staff members.

### **4.2 Meal and rest breaks**

Per RSA 275:30-a Lunch or Eating Period – An employer may not require an employee to work more than 5 consecutive hours without granting them a ½ hour meal period, except if it is

feasible for the employee to eat during the performance of their work, and the employee permits them to do so.

Langdon Library employees are entitled to a meal break during any shift that they are scheduled to work more than 5 hours. The meal break is assumed to be non-productive time during which the employee is relieved of all work duties and is therefore non-paid time to be denoted as such on the employee's time card. An employee may choose to waive the unpaid meal break if they so desire and they can continue to perform productive work duties during the meal break time. An employee wishing to avail themselves of this option must file a one-time REQUEST TO WAIVE THE LUNCH OR EATING PERIOD form to be kept in their employee file. Unpaid breaks must be duly noted on the employee's time card.

### **Rest Breaks**

There is no federal or state requirement that an employer provide breaks or rest periods other than the 30 minute meal break. Langdon Library, however, encourages employees to take a 15 minute rest break every four hours as able. These short breaks are considered work time and are therefore paid time.

### **4.3 Pay period**

Employees are paid every Thursday on a bi-weekly basis. The pay period is from Sunday through Saturday. Pay is for all hours worked during the preceding pay period. Employees should review their paychecks for errors. If they find a mistake, they should report it to the Director immediately.

### **4.4 Payroll deductions for all employees**

There are two categories of payroll deductions, those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, FICA, NHRS (for full-time employees), and wage garnishments (i.e. child support payments, court-ordered payments, IRS garnishments). If authorized by an eligible employee, the Library will also make payroll deductions for health insurance, dental insurance, direct deposit, supplemental options, and any other employee-authorized deduction. Authorization for such deductions must be given in writing. These deductions will be itemized on the paycheck stub.

### **4.5 Overtime**

The LBOT may designate certain positions (management) as exempt employees; those designated as salaried-exempt employees are not eligible for overtime. Non-exempt Library staff members shall be paid hourly for all hours worked up to and including forty, per week. When unusual circumstances warrant overtime, the Director, Administrative Coordinator or the LBOT may authorize a reasonable period of overtime for non-exempt staff to meet operational needs. For all hourly employees, any time worked over forty hours in a workweek will be compensated at one and one-half times their regular hourly rate. Any overtime must be authorized in advance by the Director or Administrative Coordinator. Overtime hours on any employee's weekly time card shall be initialed by the Director or Administrative Coordinator.

The Library does not provide so-called "comp time" for salaried employees. Salaried exempt employees are not entitled to take comp time in lieu of vacation or sick leave. It is understood that their position is paid on the basis of job responsibility rather than number of hours worked. A salaried employee shall receive full salary for any pay period in which such employee performs any work without regard to the number of days or hours worked.

#### **4.6 Reporting of hours worked**

It is important that your time be accurately reported so that you are compensated for the hours that you work. Everyone employed by the Library is required to fill out time sheets. You are required to complete time sheets and submit them to the Director by the assigned deadline. Falsification of time records will lead to disciplinary action, including possible termination from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked. The employer must keep a true and accurate record of all hours worked and all wages paid each employee.

#### **4.7 Inclement Weather Policy**

In inclement weather, all employees are expected to report to the library at their scheduled starting time unless otherwise notified. Employees who do not report for work or arrive late will not be paid for those hours. However, employees will be allowed to make up those hours or use vacation leave, if eligible. When conditions warrant, if the Newington School closes, the Library will also close, or the Chair of the Board of Trustees for the Library, in conjunction with the Library Director can make the decision to close the library, have a delayed opening or early closing. If this occurs during the course of the work day, employees will be dismissed for the

remainder of their scheduled hours and will be paid for those hours. If the library is closed for an entire day, staff members will be paid for their scheduled hours.

## **5 LEAVES OF ABSENCES**

### **5.1 Personal leave less than ninety (90) minutes – full time employees**

Full-time salaried employees may occasionally take leave without drawing from a paid time off pool (sick or vacation leave). Time not exceeding ninety (90) minutes for such activities including but not limited to medical appointments should be documented on the employee time sheet as “other” and are paid within the normal salaried hours. Any time exceeding ninety (90) minutes require that either sick time or vacation time to be used. Sick and vacation time may be taken in half (1/2) day increments. The ability to use personal leave of less than ninety (90) minutes is a privilege, not a right, and may be rescinded should the LBOT determine any employee is abusing this privilege.

### **5.2 Sick leave**

Sick leave is a privilege and should not be used for any purpose other than the employee’s illness or the illness of an immediate family member as defined above. Unused sick leave does not accumulate from one calendar year to the next. There is no sick leave for part-time employees. Provided the employee has accrued sick leave, paid sick leave may be granted for the following:

- Bodily injury, disease or illness.
- Illness in the employee’s immediate family. The immediate family shall include spouse, children, mother, father, mother-in-law and father-in-law.
- Exposure to contagious disease/ quarantine.

After six months of service to the Library, full-time employees will receive eight (8) sick leave days at the start of each calendar year, which may be prorated based on date of hire at the discretion of the LBOT. Sick leave days may not be accumulated from year to year.

Sick leave may be used only as follows: to cover absences resulting from bona-fide sickness or injury, to cover absences required by exposure to contagious disease, or to cover absences resulting from a necessity to attend to an ill member of the employee’s household or a family member when approved by the Library Director.

In order to receive pay for sick days, the Director must be notified of the absence as soon as possible before the start of the employee’s work day. The Director may require a doctor’s statement for any sick leave absences of three (3) days or more and said statement must be

provided upon request. An employee who has taken leave for medical reasons must submit a return to work release from his or her health care provider before being reinstated for work. Chronic cases of absenteeism shall be reviewed by the Director.

An employee who has tested positive for Covid is required to follow the CDC guidelines.

**5.3 VACATION**

The LBOT provides paid vacation to show employees the LBOT’s appreciation for the employee’s loyalty and continued service. Vacation leave shall be granted to all permanent and full-time personnel on an annual accrual basis. Part time employees shall be granted one paid week off in the amount of their regular number of scheduled work week hours. Vacation time is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for vacation will be based on the employee’s current hire date.

No part of an employee’s scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

The schedule is:

Year of Service	Accrual Days per Month	Yearly Accrual
0-3 years	1 day per month	12 days
3.1 – 6 years	1 ¼ days	15 days
6.1 – 9 years	1 ½ days	18 days
9.1 – 14 years	1 ¾ days	21 days
14.1 + years	2 days per month	24 days

Vacation leave shall be taken in minimum increments of one half (1/2) day and not to exceed two (2) weeks at any one time. Variable leaves, and carryover accrued leave (not to exceed thirty (30) days), may be granted in certain circumstances, but only with the prior approval of the LBOT.

All vacation leave requires the approval of the Director. Vacation leave of the Director requires the approval of the LBOT. Employees and the Director will schedule vacations to avoid conflicts in manpower needs and budgetary limitations, with preference based on seniority and full-time status. When a recognized holiday falls during an employee’s scheduled vacation period the employee shall be entitled to another vacation day. Upon termination of employment, an employee shall be paid, at his/her base rate for up to 240 hours of unused vacation leave.

**5.4 HOLIDAY PAY**

The following holidays are observed by the Library:

New Year's Day	Martin Luther King, Jr. Day	Presidents Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veterans Day	Thanksgiving
Friday after Thanksgiving	Christmas Eve	Christmas Day

If the library is closed for a holiday on a day of the week when an employee is usually scheduled to work, the employee is entitled to compensation for the number of hours that they would have worked on that day had the library been open. To be eligible for holiday pay, an employee must work the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day following the holiday unless his/her absence is approved by the supervisor. Should a holiday occur during an employee's scheduled vacation, the employee may either receive a paid holiday absence for the day or extend the vacation period by the number of holidays occurring during the scheduled vacation period. Martin Luther King Jr., Day, Presidents Day, Memorial Day, Labor Day and Columbus Day all occur on Mondays and the library will be closed. The Library Director may choose to also close on the preceding Saturday. If the library is closed on that Saturday, staff scheduled to work that day shall receive their regular pay for that day.

**5.5 Maternity leave**

An employee using leave for the birth of a child will use paid sick leave for physical recovery after childbirth. The amount of sick leave utilized after this point will be decided on a case-by-case basis. The employee then may use all paid vacation, personal or family leave, and then will be eligible for unpaid leave for the remainder of their maternity leave. An employee using leave for the adoption or foster care of a child will use all paid vacation, personal or family leave first, and then will be eligible for unpaid leave for the remainder of their leave.

**5.6 Bereavement leave**

Bereavement leave of up to three (3) working days with pay shall be granted to a full-time employee in the event of a death in his or her immediate family and one (1) day for the death of other relatives. "Immediate family" shall be defined as spouse, domestic partner, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or other relative living in the immediate household of either the employee or his or her spouse.

Other requests for bereavement leave and number of days shall be at the discretion of the Director. The Director may grant up to three (3) additional paid days off from work per year for reasons of emergency, personal business, or a death in the employee's immediate family, upon request. In the event that you are on paid vacation at the time of the death of a relative, the bereavement leave will not be charged against your vacation credit. Additional vacation days may be granted to compensate for those days used as bereavement leave.

In the event of the death of a library staff member, substitute staff member, spouse of staff/sub, or library trustee, the Library will be closed as needed for staff to attend services. In the event of another community death, the Library Director and Trustee Chair may decide to close the Library if there is insufficient staff to keep the library open during services. The Director will not have to use paid time off to attend services, other staff will use PTO or take the time unpaid.

### **5.7 Military Leave**

Any full time employee who is a member of the National Guard or Reserve Unit of the United States Armed Forces shall be entitled to two (2) weeks leave of absence for the purpose of serving with said unit which shall not be considered vacation leave. The LBOT agrees to pay the difference between the employee's Library salary and the National Guard or Reserve pay for that period. In order to be eligible for payment, employees must furnish a written statement from the appropriate military official showing the date and time served and the amount of pay received. If you enlist or are recalled to active Armed Forces duty, for a time period beyond normal annual training and drill obligations, you have certain re-employment rights prescribed by statutes with which the Library will comply. You must notify the LBOT and/or the Director of your availability to return to work. The LBOT reserves the right to place another employee in your position temporarily for the duration of the military leave of absence.

### **5.8 Court service leave**

When an employee is called for jury duty or witness service, this will be called court service leave. The employee must provide the Director written documentation as to the need for court service leave and the days needed for such leave and, if requested, must provide a copy of the summons paperwork. The employee, whether full time or part time, will receive their rate of pay less the amount of compensation received from the court. A full time employee who has personal business in court which is not Library related and was not summoned or subpoenaed, must apply

for and be granted an appropriate applicable leave such as a personal day, vacation leave, or unpaid leave. Sick leave is excluded. A part time employee must apply for an unpaid leave for personal court business.

### **5.9 Unpaid leave of absence**

Upon application to the LBOT, the LBOT will consider requests for unpaid leaves of absence that are not subject to the other provisions in Section 5. Grant of such unpaid leave requests shall be made in the LBOT's discretion. In determining whether to grant such leave, the LBOT shall consider the employee's employment history with the library, the purpose for the leave, the affect granting such a leave would have on the Library's operational needs, including the ability of the Library to fill the absent employee's position temporarily for the duration of the leave, and any other factors the LBOT deems relevant. Application for such leave must specifically set forth the reasons for the leave and must be presented to the LBOT within a reasonable time prior to the anticipated beginning of the leave period. In no instance will the Library grant an unpaid leave of absence pursuant to Section 5.9 for more than 12 months. Upon an employee's return from an approved leave, the employee will be reinstated to the same or equivalent position, with the restoration of pay, seniority status, benefits and other employment terms that existed prior to such leave. No sick leave, holiday, vacation or other benefits will accrue to the employee while on a leave of absence pursuant to Section 5.9. Failure to return to work at the expiration of such leave may be considered as a resignation from the Library.

### **5.10 Unauthorized absence**

Any unauthorized absence will be without pay and will be subject to disciplinary action up to and including dismissal. In the case of an employee who was medically incapacitated and unable to contact the Director, proof of his or her incapacity will be required prior to returning to work or upon return to work in order to be reinstated to their position. Such proof is required to be submitted to the Director within 3 days following the end of the employee's period of incapacity. Approval and confirmation by the Director would be needed for reinstatement.

If the employee fails to return to work following expiration of a leave, the employee will be considered to have voluntarily resigned from his or her employment with the library.

### **5.11 Light Duty**

In accordance with the provisions of RSA 281-A: 23-b, the LBOT will provide temporary alternative work opportunities for employees who suffer a work-related injury or illness.

When practicable, employees will be returned to their regular duties with modifications consistent with a physician's stipulated work restrictions. In the event that such restrictions make it impractical for an employee to perform their normal job, even with modification, the employee may be reassigned to different duties or a different work schedule. The specific assignment of duties shall be determined on a case-by-case basis pursuant to the physician's restrictions and the work available at the time of the injury or illness.

The LBOT has no obligation to provide temporary alternative work opportunities to employees who suffer a non-work related injury or illness.

### **5.12 CRIME VICTIM EMPLOYMENT LEAVE ACT POLICY**

Library complies with the New Hampshire Crime Victim Employment Leave Act, N.H. RSA 275:61.

Definitions for purposes of this policy:

- "Crime" means an offense designated by law as a felony or a misdemeanor
- "Victim" means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. "Victim" also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim.
- "Immediate" family means parent, stepparent, child, stepchild, sibling, spouse (including civil union partner), grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.

**Right to Leave Work:** The Library will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered an authorized unpaid leave of absence. The employee will not lose seniority while taking this leave.

**Substitution of Paid Leave:** The employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under this policy.

**Notice Requires:** Before taking leave under this policy, the employee must provide the Director with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. The Director will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee's request for leave under this policy.

**Limitations on Leave:** The LBOT may limit the leave provided under this policy if the employee's leave creates an undue hardship to the Library.

**No Discrimination:** Library employees will not discharge, threaten, or otherwise discriminate against any employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has exercised his/her right to leave work as provided under this policy. Complaints of discrimination should be brought to the attention of the LBOT immediately. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.

### **5.13 Mileage Reimbursement Policy**

At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the work site) will not be reimbursed.

#### **Policy**

All Library employees who use their cars for business purposes must have current and adequate automobile/liability insurance coverage. Employees must not transport volunteers or clients in their personal vehicles. If transportation of this type is necessary, approval from the Director is required.

Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. If employees depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

Mileage amounts must be verifiable through the use of commercially available websites (ex. Google Maps) using the "shortest route" option.

Other expenses such as parking and tolls will be reimbursed at the actual costs. Original, itemized receipts must be provided.

## **Allowable Mileage Expenses**

Examples of allowable business purposes include:

- Meetings
  - Conferences/Presentations
  - Interlibrary loan pickup and dropoff
  - Work-related errands (post office, office supply store, etc)
  - Classes and workshops if job related and approved by the Director

## Unallowable Mileage Expenses

Examples of unallowable business purposes include:

- Commuting between home and the work site
  - Elective continuing education

## **Procedure**

### **Timing**

In order to comply with IRS documentation requirements, a complete and accurate Mileage Reimbursement Request must be submitted monthly.

### **Approval**

Forms will be reviewed by the employee's supervisor and submitted to the Director

### **Documenting the Location**

Enter the location name.

If the location is an infrequent destination then enter the address or street intersection and the city;

If the location is a frequent destination then enter the program name only.

### **Documenting the Business Purpose**

Indicate the purpose of the travel as briefly as possible.

### **Notes**

Keep in mind that mileage will be reviewed by outside auditors. If more clarification is required, include details. This is especially important if the number of miles claimed does not match commercially available websites for calculating mileage. Examples of when this may occur include: travel to or from home to a meeting or conference; car pooling in which several stops are required before the final destination; getting lost.

## **5.14 OTHER**

### **COLA Adjustments/Retro Active Pay**

Any COLA adjustments passed at Town Meeting shall be effective retroactively as of January 1.

### **Longevity Pay**

Effective January 1, 2024, longevity pay will be granted to any full time employee as follows: Any employee who has completed ten (10) contiguous full years of service with the library shall receive \$1,000.00 longevity pay in honor of such long term service. Each year of service after ten (10), an additional \$100.00 will be added to the Longevity pay, up to \$2000.00 at twenty (20) years of service. Longevity pay will be paid in the payroll period that includes the employee's anniversary date of hire. Any part time employee who has averaged at least 12 hours per week in the previous year is eligible for half these amounts. This policy does not apply to substitutes.

## **6 INSURANCE**

### **6.1 INSURANCE BENEFITS**

#### **Health/Medical/Dental/Life insurance**

Full time employees are eligible for insurance benefits through the Library. Full time employees will be eligible to participate in the Library's health insurance buy-back program wherein an employee who opts not to enroll in the health insurance program will be eligible to claim a "buy-back" percentage of the cost as specified by the Library.

Upon termination of employment for any reason (other than misconduct), an insured employee has the option of continuation of health and dental coverage through COBRA at the employee's expense. Spouses and dependents may also qualify for COBRA benefits. Upon retirement under the provisions of RSA 100- A:5 and RSA 100- A:6, an employee shall be given the option of continuing health and dental insurance at the employee's expense.

Part time library employees or elected/ appointed Library officials may also access the Library's health insurance plans, with the employee or elected/ appointed persons bearing 100% of the cost, paid to Langdon Library quarterly, in advance of the premium due date for the Library.

These employees or elected or appointed persons can stay on the insurance plan for which they

are enrolled so long as they serve in their official capacity for the Library. When they no longer serve in an official capacity to the Library, these persons may stay on the health insurance plan until the next season of Open Enrollment (to ensure they are not left without medical coverage), and they must continue to pay in advance for the insurance premiums.

All qualifying Library employees will be enrolled in the New Hampshire Retirement System as required by state statute.

When a divorced or legal separation occurs, the spouse may elect to (or be court ordered to) enroll in COBRA for a period of 36 months (or as regulated by the current RSAs). It is the Library's policy that in circumstances where as the family plan costs the Library no more whether the spouse is on the active policy or not, the spouse may stay on the Library health and dental policy (at no cost) as regulated per the RSA's period, provided the change in status papers are filed when required. In situations whereas the spouse being on the plan does affect the Library's cost, COBRA (at the employee's or spouse's expense) will then be offered, if applicable.

### **6.2 Workers' Compensation**

Any on-the-job injury which may result in a workers' compensation claim must be reported immediately to the Director and to the LBOT as soon as possible to ensure prompt processing of claims and proper compliance with state workers' compensation laws.

Employees who are absent from work due to a disability for which they receive workers' compensation disability benefits may request that accrued vacation or sick time be used to supplement their workers' compensation payments. In no case shall the combination of accrued leave benefits and workers' compensation benefits equal more than one hundred percent (100%) of the employee's regular rate of pay.

### **6.3 Non-Job Related Accident**

If an employee is absent as a result of a non-job related accident, the LBOT shall pay his/her health care payments as long as the accident coverage by the LBOT continues. The two coverages shall expire simultaneously.

### **6.4 Accrual of Benefits During Leave of Absences**

If any employee is on extended leave of absence in excess of three (3) months, that employee shall not be entitled to nor shall the employee accrue any benefits including but not limited to sick leave, vacation, holiday pay, etc.

## **7 EDUCATION AND TRAINING**

Full and part time employees shall be eligible for financial assistance for courses which are a requirement of the job at the library, and within the limits of the budget. Courses which are related to the job, but are not required are eligible for funding by the library within the limits of the budget. The Board of Trustees encourages employees to take job-related courses by providing paid time to attend courses. All courses and related time off must be approved by the Director to be eligible for financial assistance by the library.

## **8 PERSONNEL FILES**

A permanent personnel file is maintained by the Library Director in cooperation with the Library Board of Trustees for each employee at the library in a locked fireproof safe.

Among items included in the file shall be the following: Applications for employment, W-4 forms, work eligibility I-9 form, wage/salary status, fringe benefit status, performance evaluations, copies of training or professional certifications, commendations and disciplinary actions, signed personnel policy agreement and information-related to administrative functions. Medical records are not kept with personnel files. Documentation of accommodations may be included in an employee's personnel file, but medical information will be kept in a separate file in the Director's office in a locked file.

Employees shall have access to their files upon request within a reasonable period of time from the date of the request. To ensure the integrity of the contents of the file, inspections of files and any additions will be made by the Director or, in his/her absence, the Administrative Coordinator, in the company of at least one member of the Library Board of Trustees and after the Trustee Chair has been notified.

Employees will be provided with a copy of all or part of their personnel file upon request. When copies are made, a document will be placed in the employee's file noting which documents were copied and a copy of such documentation will be given to the employee. Said document will be signed and dated by the employee and the Director.

If the employee disagrees with any information contained in their files they may write a statement explaining their version of the information and the statement will be added to the files as permanent record.

The Langdon Library retains records in accordance with NH Law, specifically NH RSA 33-A:3-a Disposition and Retention Schedule. According to NH RSA 33-A:3-a the following personnel-related records must be retained for specific amounts of time:

Applications for Employment: Successful	Retirement or termination plus 20 years
Applications for Employment: Unsuccessful	Current plus 3 years
Administrative Records: Correspondence by and to the Library	Minimum of one year
Personnel Files	Retirement or termination plus 20 years

**9 POLITICAL ACTIVITIES**

It is the right of employees to belong to political parties of their choice and to freely exercise their right to political involvement. However, while on duty the following restrictions apply:

- Employees are not allowed to use their position to advance the candidacy of any individual.
- Employees are not allowed to campaign by any means for an individual.
- Employees are not allowed to campaign for a cause other than causes directly related to the library

The Library complies with the applicable Federal and State laws concerning the political activity of public employees.

**10 CONFLICT OF INTEREST**

Library employees are expected to perform their duties in good faith and in the best interest of the Library. Employees may not use their positions to profit personally at the expense of the Library or to benefit the professional or financial interests of any other organization that they may serve as officer, director, employee or volunteer. Employees may not usurp for personal advantage or the advantage of others an opportunity that rightfully belongs to the Library.

If the Library is associated with any transaction or proposed transaction that involves a) a Library employee or member of his/her family or household (including spouse, parents, siblings, children or any other relative or person residing within the household of the employee) or b) an organization with which a Library employee is affiliated, then the affected employee, at his or her first knowledge of the transaction, shall disclose fully in writing to the Director and LBOT

Chair the precise nature of the interest or involvement. Disclosure is further required of all Library employees concerning all relationships and business affiliations that could reasonably give rise to a conflict of interest involving the Library. Disclosures of this sort shall be promptly reported to the Director and kept current at all times.

Library employees who have declared, or who are found to have, a conflict of interest in any matter involving the Library shall refrain from participating in the proposed transaction, unless for special reasons the Director (or in the case of the Director, the LBOT Chair) requests information or interpretation from the employee. In some situations, the LBOT may allow limited participation despite the existence of a potential conflict. Such waiver shall be made in writing, and shall set forth the basis of the waiver. No such waiver shall be granted absent a finding by the LBOT that such waiver is in the best interest of the Library.

Library employees must receive prior permission to engage in remunerative activities outside their employment with the Library that may have any effect on or the appearance of any conflict with their Library activities. Any Library employee who is engaged in a consulting or other professional service outside the Library, or who has a significant financial or personal interest in a private business concern, must avoid the use of information or procedures that may involve an actual or apparent conflict of interest between Library responsibilities and outside connections.

### **11 OUTSIDE EMPLOYMENT**

No employee will accept or engage in any outside employment or self employment which interferes with the proper performance of their duties, constitutes a conflict of interest, or is contrary to the interests of the Library.. No employee will solicit or engage in any employment or self-employment during their regular working hours, nor will an employee use Library equipment, or facilities in the pursuit of performing outside employment.

### **12 CRIMINAL AND MOTOR VEHICLE CITATIONS, ARRESTS, AND CONVICTIONS**

When an employee is convicted of a crime of any level or a motor vehicle violation of any level, occurring on duty, is work related, or would somehow affect the job responsibilities, requirements, or duties of the employee, the employee is required to report the incident to the Director. If the employee in question is the Director, he/she must report the incident to the LBOT Chair. Such violations of law may result in disciplinary action, up to and including dismissal.

### **13 CONDUCT**

Employees must, as a condition of employment, abide by the terms of this entire Workplace Conduct section. A violation of any part of this section will result in disciplinary action, up to and including dismissal and may also have legal consequences including notification of law enforcement and prosecuting violators to the fullest extent of the law. Violations of this section should be reported to the Director.

### **13.1 Workplace violence**

The Library prohibits employees from bringing weapons of any type onto any Library property. Violence, verbal or physical threats of violence of any type in the workplace or on Library property will not be tolerated. Such action will be reported to the police as appropriate.

### **13.2 Smoking**

In order to accommodate both the general public's, management's and employee's interests in making the Library a smoke free and safe atmosphere, the following policy is established under New Hampshire RSA 155: ***No smoking will be allowed in the Library or on Library grounds.***

The building will be properly posted and the policy may be enforced by the Director and/or LBOT. Employees failing to respect this policy may be subject to disciplinary action.

Any employee wishing to smoke must do so on their authorized break off Library grounds. The LBOT hopes and expects Library employees to comply with the no-smoking policy.

### **13.3 Standards of conduct**

All employees are required to comply with normal standards of conduct, which are intended to promote consistency and harmony in the workplace, and to support the missions and objectives of the Library. We recognize that no list can be all inclusive. Incidents may arise that are not covered by the below list which may lead to discipline, up to and including dismissal. The following list is intended to be a guide in recognizing certain behaviors which are clearly prohibited and which are considered by the Library to constitute cause for disciplinary action, up to and including dismissal.

**Absence and lateness:** Excessive absenteeism and/or lateness; failing to call in when absent; overstaying allotted break time; leaving the work area or work early without permission; misuse of any leave of absence.

**Employment records:** Making a false statement on the application form; falsifying Library and employment records.

**Attitude:** Using abusive language to any person while at work; demonstrating a repeated lack of cooperation, civility, or courtesy; verbally abusing or neglecting patrons of the Library.

**Safety:** Violation of safety regulations or endangering the health or safety of other persons; failing to report any work-related accidents; failing to notify supervisor or appropriate contact person of a safety issue.

**Employee relations:** Using abusive or profane language to another employee; negligent or intentional destruction of another employee's personal possessions; threatening bodily harm; attempting to strike or striking another employee, supervisor or Library Trustee. Using threatening, abusive or profane language or other provocation which might reasonably be expected to result in a disturbance.

**Crime:** The conviction of a crime, occurring on-duty, or work-related, or would somehow affect the job responsibilities and duties of the employee, participating in criminal activity while at work or using Library property to facilitate the commission of a crime.

**Neglect of duty:** Negligence in the performance of duties including repeated instances of inferior work product, refusal to work or complete tasks as assigned, failure to properly use or maintain equipment, wasting materials, supplies or products, or repeatedly failing to demonstrate the requisite skills or abilities to satisfactorily discharge the employee's duties.

**Telephone, facsimile, computer, e-mail, photocopier:** Personal calls are discouraged. Library phones are to be used for Library business and may be used for personal business on a limited basis only. Excessive use of library telephone, facsimile, computer, e-mail, internet access and/or photocopier for personal purposes may result in disciplinary action..

**Theft or destruction of property:** The theft or negligent or intentional destruction of any Library property or the personal property of a coworker, resident or visitor is not permitted.

**Insubordination:** Acting in an insubordinate manner toward any supervisor or in disregard of any directive received from a supervisor may result in disciplinary action, up to and including dismissal depending upon the severity of the offense.

#### **14 EEOC NON-DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT**

If you experience or witness what you believe may be a violation of any of the below categories, you must report the incident to the Director. If the employee in question is the Director, the incident should be reported to the LBOT Chair. The matter will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any proven incident.

Supervisors of all levels who become aware of a violation of any of the below categories, must report the conduct or complaint immediately to the Director.

Because the Library takes an allegation of discrimination, harassment, or sexual harassment seriously, we will respond promptly to a complaint. Where it is determined that inappropriate conduct has occurred, and whether or not it rises to the level of legally actionable conduct, the Library will act promptly to eliminate the conduct and implement any necessary remedial or corrective action, including disciplinary action, which may include termination, where appropriate.

The Library will conduct all investigations in a discreet manner. Disclosure by the Library of information regarding complaints will be limited to those with a need to know in order to investigate the complaint and take appropriate remedial action.

The complainant will be informed in a general nature on the outcome of the investigation and whether remedial action is being undertaken by the Library.

Retaliation against an employee or person who complains in good faith about any of the below categories, or who participates in good faith in an investigation of a complaint, is a violation of this policy. Retaliation, as described in the prior sentence, is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you have been subjected to retaliation, you should report the incident to the Director. If the retaliator is the Director, you should report the incident to the LBOT Chair.

#### **14.1 The U.S. EEOC (Equal Employment Opportunity Commission) and non-discrimination**

The Library is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Library will not discriminate against employees or applicants for employment based on any legally-protected status, including, but not limited to: veteran or military status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, national origin, genetic information or ancestry. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training.

#### **14.2 Harassment**

In support of our commitment to equal employment, the Library prohibits harassment of any employee by another employee or supervisor. The Library defines harassment as verbal and physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, sex, pregnancy, national origin, ancestry, age, religion, disability, marital status, sexual orientation or veteran status, or that of their relatives, friends, or associates, and that it has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. An employee who harasses another employee, citizen, or visitor, will be subject to discipline, up to and including dismissal.

It is not possible to list all of the circumstances and behaviors that may constitute harassment in violation of this policy. However, the following are some examples of conduct which may constitute harassment:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that are based on or that relate to race, color, religion, gender, national origin, ancestry, pregnancy, age, disability, sexual orientation, marital status, or veteran status.
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, marital status, pregnancy, national origin, ancestry, age, disability, sexual orientation or veteran status.

The Library prohibits all of the above, whether engaged in by a supervisor, employee, coworker, or nonemployee (such as a vendor or volunteer) who is on Library premises or who comes in contact with our employees. Any supervisor or employee who harasses or discriminates against another employee or non-employee will be subject to discipline, up to and including dismissal.

### **14.3 Sexual harassment**

The Library's goal is to provide a workplace that is free of sexual harassment. Sexual harassment of employees in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Library. Further, any retaliation against an individual who has complained about sexual harassment, or, retaliation against an individual who has cooperated in an investigation of sexual harassment, is unlawful and will not be tolerated.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

It is not possible to list all of the additional circumstances and behaviors that may constitute sexual harassment or other inappropriate conduct that will not be tolerated. However, the following are some examples of prohibited conduct:

Unwelcome sexual advances, whether or not they involve physical touching.

- A sexual epithet; sexual joke; written or oral reference to sexual conduct, gossip regarding one's sex life; a comment on an individual's body; a comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Leering, whistling, brushing against the body; sexual gestures.
- Suggestive or insulting comments. Inquiries into an individual's sexual experiences.
- Discussion of one's sexual activities.

Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

## **15 COMPUTER, COMMUNICATIONS, OFFICE EQUIPMENT**

The Library provides communication tools including computers, facsimile machines, telephones, voicemail, e-mail, access to the internet, and other types of office equipment to assist with job responsibilities, all of which is the property of the Library.

### **15.1 No expectation of privacy**

All employees should be aware that the Library has the right, but not the duty, to monitor the computer, network, facsimile, voice mail, e-mail, and internet use of all employees. For this reason, employees do not have any expectation of privacy in their use of Library computers or other communications equipment, including e-mail and voice mail systems. The Library has the right to suspend individual user accounts for violation of this policy and to take disciplinary action up to and including dismissal from employment for the misuse of these resources or other

violations of this policy. Additionally, all information sent or received on these resources is and remains the property of the Library.

**15.2 The following guidelines apply to all employees:**

- Employees should be aware that in addition to having the ability to monitor e-mail messages sent and received on the Library's system (including e-mail messages sent and received from personal e-mail accounts accessed from the system), the Library has the ability and the right to monitor such things as internet web site visits, newsgroup discussions, chat room discussions, computer network use, voicemail accounts, and any other use of equipment and property owned by the Library.
- The computers and other communications equipment may not be used to violate any Federal, State, or local laws or regulations. Use of any Library resources for illegal activity is grounds for immediate dismissal from employment, and the Library reserves the right to report the matter to law enforcement authorities. The Library will cooperate with any resulting law enforcement investigation.
- The Library has the right to inspect any and all files stored on the computer network, including any files in private areas of the network, in order to assure compliance with this policy.
- The display or transmission of any sexually explicit image or document by e-mail or through any other means using the Library's system is a violation of our policy on sexual harassment. Computers and other communications equipment may not be used to transmit or display ethnic or racial slurs, or any other comment, message, or image that offensively addresses age, race, sex, sexual orientation, religion, national origin, disability, veteran status, marital status or other protected status in a manner that may be viewed as harassing, discriminating, or disparaging of others. Transmission of harassing, discriminatory or otherwise objectionable e-mails or files is strictly prohibited. Transmission of any religious or political messages from a Library account under the auspices of employment by the Library or while on-duty and using Library equipment is strictly prohibited. Access to obscene or offensive web sites for personal reasons is strictly prohibited.
- Occasional, limited, appropriate personal use of the computer system and other office equipment is allowed provided that the use does not interfere with the employee's work

performance, is conducted during the employee's break, does not interfere with any other user's work performance, does not have an undue impact on the operation of the computer system, or violate any other provision of this policy, any other policy, or State or Federal laws. Personal use of the computer system and office equipment is a privilege, not a right, and it may be revoked at any time. While the Internet may be used for occasional off-duty, personal information gathering from time to time, use to support personal business ventures is prohibited.

- All employees are responsible for taking precautions to safeguard the physical security of the Library's network, Internet, intranet, computers, other communications equipment, resources, and office equipment.
- Computers should be turned off when not in use for an extended period of time or when an employee is out of his or her office.
- At all times, users have the responsibility to use computer resources in a professional, ethical, and lawful manner.

## **16 DISCIPLINE, VOLUNTARY DISPUTE RESOLUTION, GRIEVANCE/APPEAL PROCEDURE**

When an employee's performance, attendance, or behavior is unsatisfactory, the Director will advise the employee of the issue(s) and give him/her an appropriate opportunity to improve to an acceptable level through the Performance Improvement Process, subject to the other provisions of this policy. When the Director determines there is an unacceptable performance, attendance, or behavior issue(s) with the employee, the Director shall document the issue(s) and required change(s) in a Performance Improvement Plan (PIP) and share the plan with the employee in a face-to-face meeting. Should the employee's performance, attendance, or behavior fail to improve as specified by the PIP, the employee will be subject to further action, up to and including termination. If the Director's performance, attendance, or behavior is unsatisfactory, the LBOT will assume the Director's role as set forth in the foregoing paragraph.

It is the responsibility of all employees to observe the rules and regulations necessary for the proper operation of the Library. Disciplinary action may be taken for conduct or actions which interfere with or prevent the LBOT from effectively and efficiently discharging its responsibilities to the public. Any breach of LBOT policies, state and local laws, or departmental policies may result in disciplinary action. The seriousness of an offense will vary with the

circumstances prevailing at the time it occurred and the behavior which prompted it and the employee's past employment record with the Library. All factors are considered when determining the appropriate action to take in a particular situation.

Disciplinary action will normally be imposed in the following order:

- Verbal Warning
- Written Warning
- Suspension without Pay
- Discharge

The sequence of progressive discipline need not be followed if an infraction is sufficiently severe to merit skipping of one or more of the above steps.

The Director or LBOT will bring all such violations to the attention of the employee. A written memorandum will be placed in the file noting the following: the nature, time and date of each occurrence, the remedial action suggested and what action was taken.

If an employee is to be suspended for a period in excess of the remainder of the work day, he/she must be notified in writing of the effective date, reason and duration and that he/she may request a hearing in writing a hearing before the LBOT. An employee must file an appeal in writing within five (5) working days of the discipline. Within five (5) working days of receipt of the appeal, the LBOT will schedule a time at which the employee and the supervisor(s) may present their respective interpretation of the events giving rise to disciplinary action. The LBOT will render a decision within ten (10) working days of hearing the appeal.

## **17 DISMISSAL**

The Library will adhere to the requirements of RSA 202-A:17 regarding the dismissal of any employee, and the grievance procedure set forth in Sect.16 shall not apply.

## **18 END OF EMPLOYMENT CONDITIONS AND REQUIREMENTS**

### **18.1 Resignation**

When an employee decides to end their employment relationship with the Library, the employee must put their notice into writing to the Library Director. The employee will make every effort to give at least a two week notice in advance of the planned ending date. This will allow the Library to maintain work schedules and provide important services to the public as well as prepare the employee's ending paperwork and payroll. If the employee is the Library Director, four weeks' notice is expected.

## **18.2 Layoff**

The Library reserves the right to eliminate positions due to financial exigency or the obsolescence of job functions. Such a decision will be made by the LBOT after consultation with the Director. No employee shall be laid off without at least a two week notice, or as required by law. An employee, if qualified, may be offered a vacant position, in lieu of a layoff, if such a position exists at the time of the layoff.

## **18.3 Exit interview**

The purpose of the exit interview is to discuss any relevant separation benefits or benefit continuation, and to receive feedback from the employee on ways in which the LBOT can improve operations and retention of employees.

When an employment relationship with the Library ends for any reason, the Director shall conduct an exit interview with the employee. At the time of this interview, the employee shall account for all Library property in their custody or control. The exit interview form shall be signed by all involved to record the fact that the interview was held.

If an employee declines an exit interview, a notation shall be made for the employee's personnel file.

## **18.4 Benefits – end of employment**

Employees who are dismissed will receive all accrued vacation leave and shall forfeit any applicable sick leave. Employees who retire, resign, or end their employment for reasons other than dismissal will receive all accrued vacation leave.

## **18.5 Benefits - upon death**

If an employee dies while in an employment relationship with the Library, all monies owed the employee shall be paid to a beneficiary(s) named by the deceased and recorded with the Library. If no beneficiary is on record, these monies shall be paid to the estate of the employee.

## **18.6 NHRS – end of employment**

The New Hampshire Retirement System (NHRS) is a public employee pension plan that provides retirement, disability, and death benefits to its members and their beneficiaries. NHRS is a defined benefit plan, which offers eligible members a lifetime pension. The amount of the pension is based on salary, average final compensation, and creditable service, not on the contributions paid into the plan. NHRS administers a post-retirement medical insurance subsidy for eligible police officers, firefighters, retired employees and teachers. The NHRS is governed

by RSA 100-A. Because the laws regulating the NHRS change regularly, contact the Library Director or the NHRS for more information on the specifics of the system.

### **18.7 Termination of employees not able to work**

An employee unable to work who has exhausted all accrued and approved leaves, and is no longer protected by FMLA, is subject to termination of the employment relationship with the Library based on his or her incapacity.

### **18.8 COBRA**

The “Consolidated Omnibus Reconciliation Act of 1985” requires the Library to offer covered employees and their family members the opportunity for a temporary extension of health insurance coverage through the group at their own expense in certain instances where coverage would otherwise end. The extension is not automatic and the coverage is not free. For more information on COBRA contact the Library Director.

Attachment 1:



**REQUEST TO WAIVE LUNCH OR EATING PERIOD**

RSA 275:30-a Lunch or Eating Period. – An employer may not require an employee to work more than 5 consecutive hours without granting them a ½ hour lunch or eating period, except if it is feasible for the employee to eat during the performance of their work, and the employer permits them to do so.

I \_\_\_\_\_ understand that my Employer, Langdon Library, offers a meal break as defined in RSA 275:30-a. I also understand that at any time I wish to take the lunch or eating time I will be allowed to do so. I hereby state my intention to waive the meal break on some days.

\_\_\_\_\_  
Signature, Date

\_\_\_\_\_  
Witness, Date