

Chesterfield Public Library



Personnel Policy

**Issued by
Chesterfield Public Library
Board of Trustees**

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1. Introduction

Welcome to the Chesterfield Public Library!

It is our pleasure to welcome you to the Chesterfield Public Library. We value our employees and hope they find providing their service to the Town of Chesterfield, New Hampshire residents rewarding and satisfying.

Hours of Operation-10AM-6PM Monday through Thursday, 9AM-12PM on Saturday. The work week begins on Sunday and ends on Saturday. Work hours will be set by the Director for each employee.

2. Municipality Cooperation

As cited in the New Hampshire Library Trustee 2021 manual: “NH public libraries are not town departments, subject to jurisdiction and review by the town manager and/or select board. The NH Supreme Court affirmed in *Town v. Kathryn Taylor* (April 1994) that the library is a separate and distinct entity from the town. The court ruled that the Board of Trustees is the sole governing body of the library and that library employees are not town employees.”

As such, the Chesterfield Public Library employees are not Town of Chesterfield employees and not subject to the Town of Chesterfield Personnel Policies.

The Chesterfield Public Library Board of Trustees (referred to as the “Trustees” or the “Board” or the “Board of Trustees”) and the Chesterfield Board of Selectmen for economic reasons have mutually agreed the Town of Chesterfield will perform Library Employee Payroll Processing. Also, for qualifying Library Employees, the Town of Chesterfield offers open enrollment to the various Town Employee Plans, such as: Medical and Hospitalization; Dental; Long and Short Term Disability Insurance; Life Insurance, and, Accidental Death and Dismemberment. Lastly, for qualifying Library Employees the Town of Chesterfield would Administer access to the State of New Hampshire Retirement System.

3. Purpose of the Policy Manual

The purpose of the Chesterfield Public Library personnel policy is to help employees and potential employees become better acquainted with the Chesterfield Library. New employees will be given a copy of the latest approved personnel policy when they sign their Employment Agreement.

The Board of Trustees reserves the right to amend (add, delete or revise) the policies, protocols, procedures and/or benefits listed in the personnel policy at any time and without notice. The Board of Trustees is the only authorized entity to make such amendments.

The contents of the Chesterfield Library Personnel Policy Manual is not a contract of employment. Nothing contained in the personnel policies shall be construed as a guarantee of continued employment, hours of work or any other term or condition of employment.

Once approved by the Board of Trustees, this personnel policy will be posted on the Chesterfield Public Library website. Any recommended and Board Approved amendments will be re-posted on

the same site.

4. Organizational Structure

RSA 202-A:2 gives the entire custody and management of the library and its employees to the trustees. The organization structure and operational scope of the Board is defined and outlined in the latest Board Approved Bylaws.

5. Hiring

a) Commitment to Equal Opportunity

The Chesterfield Public Library provides equal employment opportunities to all individuals: employment decisions at the Library will be based on merit, qualifications, and abilities. The Chesterfield Public Library does not discriminate in employment opportunities on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, alienage, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity, local state or federal laws.

b) Recruitment

Our recruitment methods may include posting a notice of vacancy in a prominent place within the library, posting on the library website, circulating the notice to other libraries, posting the notice to appropriate library job sites, free postings with the State Employment Office and/or advertising in local media. We conduct all recruiting in a fair and nondiscriminatory manner.

c) Internal Application Process

We encourage current employees to apply for vacant positions that interest them and for which they are qualified.

d) Selection of Employees

All hiring is contingent upon the candidate successfully passing a background check.

i. Library Director

The Executive Committee will review the applications of all director candidates, verify references and interview applicants. The Executive Committee shall bring forward their findings and recommendations to the Board of Trustees for review and consideration. The Board of Trustees will ask the Executive committee to schedule an interview for the top candidate(s) with the Board of Trustees.

A candidate who is interviewed but not selected for a position will be notified in writing of that decision. A candidate who is interviewed and selected for the Library Director position will be notified in writing and given a final completed Library Director Employment Agreement, job description, evaluation form and the most recently approved personnel policy and bylaws for their review and consideration. Upon reaching a mutual agreement, the Board of Trustees will coordinate the signatures of the candidate and the Board of Trustees to create a binding agreement. A signed copy will be given to the new

employee and the Chair of the Board of Trustees and the original placed in the employee's personnel file.

ii. Part Time and Full Time Employees

The Library Director will have oversight of all part time and full time employee recruitment, screening and interviews. The Board may request the Executive Committee to interview a prospective candidate recommended by the director. The Library Director and/or the Executive Committee shall bring forward the recommendation to the Board of Trustees for final review and consideration. The Board of Trustees is the sole authority to appoint library employees.

A candidate who is interviewed but not selected for a position will be notified in writing of that decision. A candidate who is interviewed and selected for the position will be notified in writing with a final completed Nonexempt Employment Agreement, the applicable job description, evaluation form and the most recently approved personnel policy and bylaws for the candidate's review and consideration. Upon reaching a mutual agreement, the Library Director will coordinate the signatures of the candidate and the Board of Trustees to create a binding agreement. A copy of the original signed agreement will be given to the new employee and the Chair of the Board of Trustees and the original signed copy placed in the employee's personnel file.

iii. Temporary Employees

The Library Director shall recommend temporary employees to the Board for appointment, or, in an emergency situation, the Library Director shall recommend temporary part time employees to the Chair who has the authority to appoint. The Chair shall ensure adequate staff funding for appointment, and the Chair shall report the appointment to the Board at the next regularly scheduled Trustees meeting. The Chair shall use the board approved Temporary Employee Agreement.

6. Employment

Employment levels and funding of the Chesterfield Library is governed by the Library Budget approved at the Annual Town Meeting. If budget cuts necessitate a reduction in library staff, work hours, benefits, etc., cuts will be made that have the least negative impact on services

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. The Chesterfield Public Library requires all employees to complete time sheets identifying a normal pay period or any exceptions such as sick days, vacation or holidays. Time sheets will be overseen by the Library Director before being turned in to the town administrator at the beginning of each week.

a) Employment Categories

i. Library Director

The Library Director shall work a minimum of 35 hours per week on site during the library's normal business hours.

ii. Full Time

Full Time Employees are those who are scheduled to work at least 35 hours per week on site during the library's normal hours of operation for at least 50 weeks or 1,750 hours. Projected hours great than 35 hours in a given work week requires pre-approval of the Board.

iii. Part Time

Part Time Employees are those who are regularly scheduled to work at least 16 hours per week on site during the library's normal hours of operation for at least 50 weeks or 800 hours. Projected hours greater than 16 hours in a given work week requires pre-approval of the Board of Trustees.

iv. Temporary

Temporary Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

v. Youth Employment

Youth employment is governed by the New NH Administrative Rule Chapter Lab 1000 Youth Employment and NH RSA 276-A Youth Employment

7. Employment Agreement

The Chesterfield Board of Trustees has approved Employee Agreement Formats to be used between the Employees and the Chesterfield Board of Trustees for the purpose of defining the rights, responsibilities, and obligations of both parties during the employment period or term.

In the event the Employee Agreement language conflicts with language contained in the latest Board Approved Chesterfield Personnel Policy, or, the Chesterfield Board of Trustees Bylaws, the Employee Agreement language shall take precedence.

a) Employment Agreement Amendments

The Board of Trustees is the sole authority to amend all Employment Agreements. For Library Employees under the supervision of the Library Director, the Library Director shall present amendment recommendations to the Board of Trustees for review and consideration.

i. Library Director Employment Agreement

Following the Library Director's performance evaluation, the Executive Committee shall create their recommended amendments to the Library Director's Employment Agreement and present them to the Board for review and consideration. The recommendations may include, but not limited to employee address, phone and email information, term of

agreement, annual salary and/or vacation. The Board of Trustees is the sole authority to amend employee agreements.

The Executive Committee shall present the Board Approved amended Employment Agreement to the library director for review and consideration and when all parties are in agreement shall coordinate with the Board of Trustees to obtain the necessary signatures of the Trustees on the approved agreement. The signed original new library director Employment Agreement will be placed in the director's personnel file and a signed copy given to the director.

ii. Full and Part Time Employment Agreement

Following the full and part time performance evaluation, the Library Director shall create the recommended amendments to the Employment Agreement for incorporation in the next issued employment agreement. The recommendations may include but not limited to employee address, phone and email information, term of agreement, annual salary and/or vacations.

The Library Director will ensure the approved amendments are incorporated accurately and present the amended Employment Agreement to the employee for review and consideration and when all parties are in agreement, the Library Director shall coordinate with the Board of Trustees to obtain the necessary signatures of the Trustees on the approved Agreement. The signed original new Employee Agreement will be placed in the employee's personnel file and a copy given to the employee.

iii. Temporary Employment Agreement

The Library Director shall use the Temporary Employee Agreement format created by the policy committee and approved by the Board.

8. Performance Evaluations

The Executive Committee is responsible for the performance evaluations for the library director. The Library director is responsible for the performance evaluations of all other employees.

a) New Employee Probationary Period and Performance Evaluation

The first six months of employment is a probationary period. The probationary period is intended to give all new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. At the end of the (6) month probationary period, a performance evaluation will occur by the Executive Committee in regards to a library director or by the Library Director for all other employees. Upon conclusion of that probation performance evaluation, it shall be presented to the Board for review and consideration with a recommendation to continue, or, not to continue the employee's services.

If the Library Director or the Executive Committee in conjunction with the full Board of Trustees, determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for another 3 Months.

The Library Director or the Executive Committee shall give an overview of the probationary period performance evaluation at the next monthly board of trustees meeting. A copy of the signed evaluation will be given to the employee and the original signed copy placed in the employee's personnel file.

b) Library Director Performance Evaluations

Performance reviews will be conducted not later than 90 days prior to the expiration of the term of the library director's Employment Agreement. The Executive Committee and the Director will separately and independently complete a library director performance review form tied to the director's job description. The completed forms will be used at a performance review conference. Within seven (7) days after the conference, and after review and approval of the majority vote of the trustees in a nonpublic session, the Executive Committee shall provide the Library Director with a final, completed performance review form summarizing the Trustees findings and conclusions.

The Executive Committee will also provide a reasonable and adequate opportunity for the Library Director, at his/her option to discuss the completed form with the Trustees and/or provide a written response thereto. A copy of the completed review form signed by both parties plus the Director's signed response, if any, will be given to the Library Director and the original signed copy placed in the Director's personnel file.

c) Full and Part Time Employee Performance Evaluations

Performance evaluations will be conducted not later than 90 days prior to the expiration of the term of the employee's Employment Agreement. The Library Director and the employee being evaluated will separately and independently fill out an employee performance review form tied to the employee's job description. The completed forms will be used at a performance review conference. Within seven (7) days after the conference, the Library Director will complete a final performance review form to be signed by the Director and the employee and the Library Director will present the final review to the Trustees in a nonpublic session. The employee, at his/her option, may provide a written response. A copy of the completed review form signed by both parties plus the employee's signed response, if any, will be given to the employee and the original signed copy will be placed in the employee's personnel file.

d) Temporary Employee Performance Evaluations

The Library Director shall maintain a record of the Temporary Employee's Performance and prior to the end of their assignment shall provide a copy to the employee. The employee, at his/her option, may provide a written response. A copy of the completed review form signed by both parties plus the employee's signed response, if any, will be given to the employee and the original signed copy will be placed in the employee's personnel file.

9. Records Retention

Requests for copies of documents in the personnel file must be made in writing. Employees may insert rebuttals of any information in their personnel file which they disagree with and the current insertion date is annotated on the document. Rebuttals will become a permanent part of the

employee’s personnel file. The employee retains the right to allow a third party to view or have copies of his/her personnel file through the submission of specific, written authorization to the chairman of the Board of Trustees to do so.

** Personnel files can only be reviewed during a closed session board meeting.

10. Compensation

Compensation will depend on qualifications, performance, and relevant experience of the individual. Salary will be paid every week. Payroll taxes shall be withheld as required by statute.

11. COLA Increases

Annual cost of living increases will be determined by the Library Trustees from information received from the NH Department of Employment Security and may be awarded to employees at the discretion of the Board.

12. Performance Based Salary Increases

Performance salary increases are determined by the Board of Trustees from information received from yearly evaluations.

13. Longevity Pay

Total Years of Continued Employment Service	One Time Salary Increase on anniversary
10	2.0 % Increase
15	2.5 % Increase
20	3.0 % Increase
25	3.5 % Increase

** Employees hired after December 15, 2022, are not eligible for longevity pay.

14. Benefits

The library is open to the public 35 hours per week. Any employee working at least 35 hours per week for at least 50 weeks is considered a full-time library employee.

a) Vacation

Vacation days shall be used during the Term of the Employment Agreement. There is no carry over of vacation from one Employment Agreement to another. In the event an employee does not use his/her fully accumulated vacation during the Term of Employment agreement, any unused portion shall be forfeited. Payment for unused vacation days is not offered.

Employees shall coordinate with the Library Director when vacations are scheduled to ensure that adequate staffing is available to support the library. The Library Director shall ensure

employees are given the opportunity to use their vacation time during the Term of the Employment Contract on a not-to-interfere basis with the library's operations.

During the initial hiring of an employee, the Board of Trustees may authorize up to two weeks paid vacation for any full-time employee based on such factors as prior education, experience, and training.

Vacation scheduling is subject to the approval of the Director and vacation scheduling is the responsibility of the Director. Employees shall give ample notice of planned vacation. Employee with over two weeks of vacation time must not take more than two weeks of vacation in a single quarter of the calendar year.

Full Time Employee Vacation Schedule

Years of Completed Employment Service	Vacation Eligibility
1	1 week
2 – 7	2 weeks
8 – 12	3 weeks
13 years	4 weeks

** Total Vacation an employee can earn throughout their employment is capped at (4) weeks.

Part Time Employee Vacation Schedule

Years of Completed Employment Service	Vacation Eligibility
1 - 5	1 week
5+	2 weeks

b) Holidays

Holiday Pay will be given to an employee when a holiday falls on a regularly scheduled working day.

- Library Director – will be paid for 8 hours
- Full time employees - will be paid for 8 hours
- Part time employees – will be paid for 4 hours

At the beginning of each year, the Board of Trustees will publish a complete listing of holiday closings indicating when the library will be closed in observance of the holidays listed below:

New Year's Day

Labor Day

Martin Luther King Day	Columbus (Indigenous People) Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

One Floating holiday at employee's discretion but with prior approval from the Director.

Additional holiday observances remain at the Trustee's discretion.

c) Paid Sick Leave

Sick leave will accumulate from the date of employment at a rate of ½ day per month and will begin after completing 30 days of continuous employment. Six (6) sick days will be allocated for every 12-month period of the term of the Employment Agreement. Any of the 6 sick days not used within the 12-month period will be compensated for at the employee's regular time pay rate.

Payment of extended sick leave must be authorized by the Board of Trustees. The Board may request a physician's statement.

- Library Director – eligible for paid sick leave
- Full time employees – eligible for paid sick leave
- Part time employee – not eligible for paid sick leave
- Temporary employee - not eligible for paid sick leave

d) Compensation due to Inclement Weather/Disaster Closure

If the Director makes the decision to close the library due to inclement weather, a power outage, or some other disaster, employees scheduled to work on the day of the closure will be paid for their scheduled hours on that day. For closure longer than one day, payment of employees beyond the first day is at the discretion of the Trustees.

e) Family and Medical Leave

In accordance with the federal Family and Medical Leave Act, an uncompensated leave may be granted for medical or personal reasons. Details of the request, including reasons and anticipated length of leave, must be given to the board of Trustees and/or the director for consideration as soon as possible. Additional information, application forms, and instructions may be found on the U.S. Department of labor web site

f) Unpaid Vacation

The Library Director may take up to five (5) unpaid vacation days during the term of the employment contract with prior approval by the Board of Trustees. Other employees may take up to five (5) unpaid vacation days with prior approval by the Library Director.

g) Bereavement Leave

Employees shall be allowed and compensated for up to three (3) consecutive days off for the death of an employee's immediate relative. Immediate relative shall be defined as spouse, parents, children, step-children, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and domestic partners. If additional time is necessary, it shall be taken as paid vacation, or unpaid leave if paid vacation has been exhausted, with advance notice to the Library Director.

h) Military Leave

Any employee of the library may take military duty or training leave in accordance with the Uniformed Services Employment and Pre-Employment Rights Act of 1994 (USERRA) and applicable state law. Military leaves of absence are without pay; however, an employee may use accrued vacation time during such leave. Reinstatement rights will be in accordance with USERRA.

All requests for military leave as prescribed by RSA 110-B:16 must be accompanied by official orders stating dates of commitment. The following policy should be in effect for as long as the member is in good standing of the US Military Service. No sick, holiday or vacation time will accrue while on active duty.

i) Continuing Education

Library staff will be reimbursed for reasonable and necessary expenses incurred for virtual or in person attendance at educational institutes, workshops, courses, seminars, or conferences, with the required pre-approval from the Library Director. Application to the Library Director must be made in advance of registration.

The Director will contact the Board of Trustees for pre-approval of his/her application for continuing education. Mileage will be reimbursed at the town's current rate.

j) Lunch

As governed by the NH RSA 275-30-a Lunch or Eating Period, an employee that works more than 5 consecutive hours qualifies for a ½ hour lunch and/or eating period except if is feasible for the employee to eat during the performance of his work and the employer permits him to do so.

k) Break Time for Nursing Mothers Provision

Section 7(r) of the Fair Labor Standards Act requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The Board may extend the nursing period for longer than one year if petitioned by the mother.

15. Employment Reference Inquiries

a) Reference Inquiry by Chesterfield Public Library

To ensure that individuals who join the library are well qualified and have a strong potential to be productive and successful, it is the policy of the library to check the employment references of all applicants. Reference checks are not limited to references provided by the potential employee. Verification of education, criminal record, etc. will be part of a reference check.

b) Reference Inquiry to Chesterfield Public Library of a Former Employee

The library will respond to all reference check inquiries from other employers but will confirm only dates of employment and positions held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

c) Personal Reference Inquiry to Specific Employee

Employees are not to give personal references from outside requests.

16. Attendance

If an employee will be late or absent, he/she will give the Director timely notice and the reason so that appropriate personnel coverage can be planned and/or other arrangements can be made.

17. Two Person Policy

Effective as of February, 2023, the Chesterfield Public Library has implemented a “two-person policy” consisting of one staff person and one volunteer for safety and liability reasons. The Director will be responsible for arranging both the staff member and the volunteer if and when one is available to work during regularly scheduled hours of operations when needed. In the event a volunteer cannot be assigned the Director may assign a staff person to fill that volunteer void.

18. Disciplinary Policy

If the supervising person is not satisfied with the work of an employee, the Executive Committee or the Library Director will discuss the problem with the employee outlining corrective action and making note in the personnel file. If the situation does not improve, a written warning will be given. A second offense may result in probation or termination. The Chesterfield Public Library has a complete and separate Disciplinary Policy.

19. Grievance Policy

If an employee has a grievance with his/her superior, or about working conditions, a written grievance shall be submitted to the immediate supervisor, or the Chair of the Board of Trustees. The party receiving notification of the grievance may respond in writing to the employee within 7 days following the next meeting of the Board of Trustees.

20. Drug and Alcohol Policy

It is the policy of the library not to test employees for the use of drugs and/or alcohol. While on the library premises and while conducting business related activities off the library premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The use of a legally prescribed drug per instructions on the label is permitted on the job, but only if it does not impair an employee's ability to perform the essential functions of the job effectively, and in a safe manner that does not endanger the employee or any other individual(s) in the library.

21. Harassment

The Library is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's gender, race, ethnicity, age, religion, disability, pregnancy, veteran's status, or sexual orientation, or any other legally protected characteristics, will not be tolerated. Any employee who believes that they, or others, have been subject to harassment from a co-worker, supervisor, manager, citizen or vendor should promptly contact the Board of Trustees. Employees can raise concerns and make reports at any level without fear of reprisal.

22. Workers Compensation

As required by New Hampshire law, library employees are covered by Worker's Compensation Insurance. This insurance provides coverage in the event of a work-related injury. It is the responsibility of the employee to complete the required forms within the obligatory seventy-two (72) hours.

23. Jury Duty

Jury leave shall be granted to any employee who responds to a summons to serve on a jury, serves as a juror, or attends court for prospective jury service. During this leave, the employee will receive the difference between their jury pay and regular pay upon documentation of their jury pay.

24. Pregnancy Related Absences

The Library will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to all applicable federal and state laws.

25. Resignation

The Library Director may voluntarily resign their position upon thirty (30) days prior written notice to the Trustees, unless the Trustees and the Library Director agree to waive the notice agreement. All other employees may voluntarily resign their position upon fifteen (15) days prior with written notice to the trustees, unless the Trustees and the employee agree to waive the notice requirement. On departure, employees must return all library materials and supplies before the final paycheck is issued. Refer to employee's individual Employment Agreement

26. Employee Removal

No employee shall be discharged or removed from office except by the Chesterfield Public Library Board of Trustees following the Chesterfield Public library Disciplinary Policy for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties per RSA 202-A:17 (Employees Removal)

27. Chesterfield Public Library Personnel Policy Amendments

This Personnel Policy may be amended by a 2/3 majority vote of all members of the Board provided that written notice of the proposed amendment, alterations or repeals shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

APPENDIX A

1. The employment agreement used by the Chesterfield Public Library is compliant with the following Regulations:
2. The Fair Labor Standards act (FLSA)
3. The FLSA requires employers to keep records on wages, hours, and other items, as specified in the Department of Labor record keeping regulations. Most of the information is of the kind generally maintained by employers in ordinary business practice and in compliance with other laws and regulations. Employers must provide, in writing, an employee's rate of pay at the time of hire and upon any changes, as well as all policies pertaining to any fringe benefits.
4. NH RSA 275:49 Notification, Posting and Records
5. The employer shall: (III) Make available to his or her employees in writing or through a posted notice maintained in a place accessible to his or her employee's employment practices and policies with regard to vacation pay, sick leave, and other fringe benefits;
6. NH LAB 803.03 Notifications and Records, sections:
 - (f) Pursuant to RSA 279:27 and RSA 275:49, VI, relative to record keeping requirements, every employer sha;;
 - (4) Make such good records as shall show the exact basis of remuneration of an employee's compensation';
 - (5) Make any such records available if requested, to show other than an employer-employee relationship; and
 - (6) Maintain on file a signed copy of the written notifications, signed by the employee and provided to each employee as required by Lab 803.03 (a), (b), and (c) above

7.

APPENDIX B

1. NH LAB 802.08 Definitions

“Personnel file” as used in RSA 275:56 means any personnel records created and maintained by an employer and pertaining to an employee including and not limited to employment applications, internal evaluations, disciplinary documentation, payroll records, injury reports and performance assessments, whether maintained in one or more locations, unless such records are exempt from disclosure under RSA 275:56, III or are otherwise privileged or confidential by law. The term does not include recommendations, peer evaluations, or notes not generated or created by the employer.

2. NH RSA 33-A Disposition of Municipal Records

Personnel files must be retained up to an employee’s retirement or termination plus 20 years.

3. NHRSA 275:56 employee Access to Personnel Files

The Chesterfield Public Library will take all reasonable steps to keep personnel files confidential from unauthorized access, to the extent permitted by law. Employees may request access to their personnel files per NH RSA 275:56, employees shall have a reasonable opportunity to inspect their personnel files and, upon request to obtain a copy of all or part of the file.

4. Other Records: NH RSA 33-A disposition and Retention Schedule

LXVI. Library: (a) Registration cards: current year plus one year.

LXXX. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.

LXXXI. Minutes of boards and committees: permanently.

CXXXVII. Time cards: 4 years.

Personnel Policy
Chesterfield Public Library
Board of Trustees

Chair:

Cathryn A. Harvey

Secretary:

Scott A. Riddlemoser

Trustee:

Carole Wheeler

Trustee:

Vickie Herrick

Trustee:

Heather Madden