

EMPLOYEE INFORMATION

(Approved August 10, 2023)

ORIENTATION

All new employees shall be required to have an orientation conducted by a supervisor or staff member. The orientation shall follow an established plan and cover all aspects of library operations. The length of the orientation is dependent upon the new employee's previous experience.

During orientation, each employee shall be provided with a written job description. A copy of the Stamford Community Library Policy Handbook describing library policies and procedures will be made available.

PERFORMANCE EVALUATIONS

The Librarian is subject to a yearly performance evaluation by the Stamford Community Library Board of Trustees. The evaluation offers the opportunity to review the efforts of the past twelve months and to plan for the future. Evaluations will take place annually, in November. A new employee will be evaluated after three (3) months, and then yearly thereafter.

STAFF DEVELOPMENT

The Board encourages the staff to participate in professional development opportunities such as the Vermont Department of Libraries' workshops, materials review sessions, VLA meetings, VEMA meetings and continuing education courses. Any reimbursement requests must have prior approval from the board.

COMPENSATION

Paychecks will be issued every other Thursday. The pay period begins on Sunday, runs two weeks and ends on Saturday. Completed timesheets must be submitted to the town clerk no later than 3pm on the Saturday preceding the pay date. Time sheets should also be made available to the treasurer of the SCL Board of Trustees upon request.

Payroll deductions required by law or authorized in writing by employees will be withheld from pay. Any questions about these deductions should be directed to the town clerk.

Employees will be compensated for their regularly scheduled hours. This includes 4 hours weekly remote work for the Librarian. There will be no overtime. There is a possibility for additional hours if deemed necessary by the Trustees.

PTO (previously Vacation and Sick time)

2 hours of paid time off (PTO) will be accrued for every 52 hours worked, effective the first day of employment. Employees begin accumulating PTO on their start date, but cannot use the hours until after their 1 year anniversary date. This time can be used in 30 minute increments, and must be used within the calendar year following the accrual.

HOLIDAYS

Employees will be paid for all holidays on which the library is closed if the employee was scheduled to work that day. Paid holidays include New Year's Day, Independence Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day and December 26 (the day after Christmas). If New Year's Eve falls on a day the library is open until 6pm, hours shall be modified for a 3pm closure. (unpaid)

(If the library ever resumes public hours on Mondays, Memorial Day, Columbus Day and Labor Day will then be added as paid holidays)

BEREAVEMENT

All Employees shall be granted up to three (3) days paid leave (for scheduled work days) upon the death of a spouse, significant other, mother, father, sister, brother, grandmother, grandfather, granddaughter, grandson, or your spouse's or significant other's same relatives.

For any other bereavement requests, employees may take unpaid leave, which would be at the discretion of the Board of Trustees.

PARENTAL AND FAMILY LEAVE

Unpaid leave shall be granted for the care of a newborn child or newly adopted child up to the age of five (5) upon request. This leave can be granted for up to eight (8) weeks. Employees shall give at least two (2) weeks notice before returning to the position if they should want to return prior to the eight week limit.

Unpaid leave shall also be granted for the care of an immediate family member with a serious condition.

JURY DUTY

Upon request, a leave of absence to serve on a jury will be granted. Compensation will be consistent with VT state laws.

MILITARY LEAVE

A leave of absence will be granted for the performance of duty with the US Armed Forces or Reserves. Reinstatement will be in accordance with appropriate federal legislation.

RESIGNATION/TERMINATION

The chairperson of the Board of Trustees must be notified in writing at least two (2) weeks prior to the employee's date of departure. Accrued PTO time should not be used during this time period. Any unused PTO time will be paid to the employee. If employment is terminated by the Board of Trustees, any accrued PTO will be paid to the employee.

