

WESTHAMPTON PUBLIC LIBRARY
Personnel Policy

The library director shall be responsible for the selection and supervision of all personnel, paid and volunteer. Specific personnel duties and responsibilities are contained in job descriptions attached to this policy statement. See Attachment C.

The performance of the library director shall be evaluated by the Trustees on an annual basis as stated in the director's contract. Each staff member shall be evaluated by the library director. Employees shall receive the following fulltime benefits, prorated, and based upon the number of hours per week: 11 paid holidays; 4 personal days; 10 sick days, cumulative to 90days; 1 week paid vacation after one year of employment, (2 weeks after 2 years, 3 weeks after 5 years and 4 weeks after 10 years). Unpaid leave may be granted, at the discretion of the trustees, for which the director procures qualified staff coverage. The town provides 75 % of individual health insurance coverage and 75% of a \$2,000 life insurance policy. The town also contributes to a mandatory pension fund.

Any employee working 35 hours or more per week shall be considered a full-time salaried employee. Employees working less than 20 hours a week will receive no benefits. Staff members are expected to participate as appropriate in professional programs and activities offered by MLS, CWMARS and other organizations. Prior approval of the supervisor is necessary if requesting time off or reimbursement. If meeting attendance results in a workweek which exceeds an individual's normal schedule, compensatory time in the form of time off or additional pay at the regular hourly rate will be granted. Mileage shall be reimbursed at the current federal rate.