



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

Personnel Policy

Please be aware that the Library Trustees 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.

Any new personnel hired after 10/2/2024 will have a contract that aligns with the Town of Loudon's scheduled timelines of evaluations and pay increases.

QUALIFICATIONS

Prospective employees shall meet minimum requirements as specified on job descriptions. A job description shall be available for all Library positions and shall be located in the Library.

EMPLOYEE SELECTION

- 1) A candidate for employment shall be considered without regard to race, age, sex, gender, religion, national origin, marital status, sexual orientation, color, ethnicity, or disability.
- 2) Any vacancy shall be advertised in at least three public places.
- 3) No commitment shall be made to a prospective employee without prior approval from the Board of Library Trustees.
- 4) The employment of family members or relatives of persons currently employed or serving on the Board of Trustees can create a potential for perceived or actual conflicts such as favoritism, bias, scheduling conflicts, or personal conflicts from outside the work environment which can be carried into the daily working relationship and overall working environment. Therefore, Maxfield Public Library will not employ family members or relatives of persons currently employed or serving on the Board of Trustees.

PROBATIONARY PERIOD

A six month probationary period will be worked by each new employee. The employee may be

discharged during the probationary period at any time if performance is unsatisfactory. An employee demonstrating a satisfactory job performance shall become a permanent employee at the end of the six month period.

DRESS AND APPEARANCE

Library work often includes bending, stretching, reaching, and crawling on the floor. Employees shall be responsible for dressing appropriately for their position and duties and maintain a neat and clean appearance at all times. Employee attire shall not interfere with job performance or job safety. Jeans that are not stained, frayed, or torn are acceptable. Shirts with logos, images, text, etc. on the front or back are also acceptable if they promote literacy, libraries, or Library programs and contain no provocative or offensive language or images.

ATTENDANCE

The standard hours of work for all employees are the hours that the Library is open each day. These are the hours that require Library personnel to be on duty according to their scheduled shift which will be posted 14 days in advance to cover the work requirements for 28 calendar days. All employees are required to work on Saturdays if scheduled to do so. The full time staff should complete work hours during open library hours. If more hours are needed to complete the 40 hour work week, these hours should be completed during closed hours Monday through Saturday. These are expected to be completed in the library.

TIME OFF AND MISSED WORK

Employees must notify the Director within a reasonable time prior to their scheduled start time if unable to report to work for whatever reason (i.e. illness, emergency). This communication should be done through town email. Reasonable notification must be submitted to the Director a month in advance for approval for any anticipated absence from the workplace. The Director has the right to deny requests for time off if the request interferes with scheduling. Unexcused absences may be subject to disciplinary action decided by the Director and Trustees. Employees who fail to report to work for three consecutive days without notifying the Library of the absence will be considered as having voluntarily resigned as a result of job abandonment. Employees who call in for three consecutive days due to illness shall be required to submit a physician's letter explaining the absence and/or a return-to-work letter signed by a physician allowing the employee to return. The Library Director must notify the Library Trustees of time off and missed work following the same format as above. This should be communicated via town email.

EVALUATIONS

Every employee shall be given a minimum of a yearly written performance evaluation and meeting with their supervisor each year. These evaluations are separate from employees' probationary period evaluations.

PERSONNEL FILE

The Library Director shall maintain employee personnel files, although copies of key payroll documents, statements of leave and benefits, and other pertinent data concerning the employee's appointment are communicated in the form of time cards and kept at the Selectmen's Office. The Library Director's personnel files shall be maintained by the Board of Trustees and/or the Selectmen's Office. Employees shall be allowed access to their own file and shall be allowed to make photocopies of documents contained therein. Employees may not remove any portion of their file. It is important that the personnel file includes accurate information regarding who should be contacted in case of an emergency. The Director should be notified as soon as possible of any changes in name, address, telephone number, and emergency contacts.

CONTINUED EMPLOYMENT

Employees are free to resign at any time, for any reason, and continued employment at Maxfield Public Library on the employee's side of the employment relationship is at-will. However, continued employment on the Library's side of the employment relationship is governed by RSA 202 A: 17:

202-A: 17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefor shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such a request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

Source. 1955, 18:1. RSA 202:10-a. 1963, 46:1. 1996, 33:5, eff. June 23, 1996.

STANDARDS OF CONDUCT

There are certain standards of common honesty and decent behavior that all employees are expected to follow. Maxfield Public Library believes that the following rules are necessary and reasonable to the proper conduct of Library business. No list of rules is all-inclusive, but the following items are expressly described to guide employees in the recognition of certain behaviors which are clearly prohibited, and which can result in disciplinary action.

1. Absence and lateness: Absence and lateness without good reason, failure to report when absent, excessive or unexcused absences.
2. Attitude: Abusive language, creating any type of disturbance, complaining in front of patrons, uncooperativeness, abuse or neglect of patrons, and abuse, neglect, or intentional destruction of Library property.
3. Employee relations: Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to strike, and/or striking another employee, creating a disturbance, causing dissension among employees.
4. Incompetence: Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for Maxfield Public Library's interests.
5. Neglect of duty: Negligence in the performance of duties, which seriously conflict with the Library's interests.
6. Theft or destruction of property: The theft or negligent or intentional destruction of Library property or the personal property of a coworker or patron.
7. Sexual or other unlawful harassment: Discrimination, sexual or other unlawful harassment, or inappropriate conduct are in violation of Maxfield Public Library and/or Town of Loudon personnel policies.
8. Bullying: Behaviors that rise to the level of bullying, which is a form of psychological violence that disrupts the peaceable workplace environment. *Bullying* in the context of the workplace is repeated mistreatment by words or actions that are intended to shame, embarrass, humiliate, degrade, demean, intimidate, and/or threaten an individual or group.
9. Social Media: Employees and trustees should pay particular care in the context of social media. Employees and trustees must identify themselves as such and make it clear that the views expressed are theirs alone and do not represent the views of the Library. Employees and trustees should not maintain any social media site that discusses Library business in a derogative or negative way. All should be respectful of the confidentiality of co-workers, trustees, and patrons and should not make disparaging or harassing remarks about any co-worker, trustee, patron, or the Library. Employees and trustees are not allowed to disclose information that is financial, operational, and legal in nature, as well as any information that pertains to patrons. As public employees and officials, Library employees and trustees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library.
10. Insubordination: Acting in an insubordinate manner toward any supervisor or any other directive of Maxfield Public Library and/or Town of Loudon, such as refusal to perform assigned duties as described in an employee's job description.

DISCIPLINE

The Library Director may at any time warn, suspend, or recommend the dismissal of an employee.

The Library Director is expected to follow a three-step procedure in a timely manner. There may be particular situations in which the seriousness of the offense justifies the omission of one or more steps in the procedure: a. Verbal Reminder b. Written Warning c. Suspension or Dismissal

COMPENSATION

Pay Period

Employees shall be paid weekly.

The Director shall be a permanent full-time department head and the Children's Librarian shall be a permanent full-time employee. Salaries shall be determined by the Library Trustees in accordance with education, experience, and duties. Permanent part-time employees shall be paid on an hourly basis determined by the Library Trustees in accordance with education, experience, and duties.

Time Sheets

The Director shall submit weekly time sheets for all employees, copies of which will be maintained at the Library. It is important that your time be accurately reported so that you are compensated for the hours that you work. You may be required to complete timesheets or punch a time clock. No one is authorized to punch a time clock on your behalf, and falsification of time records could lead to disciplinary action, up to and including separation from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked. Your timesheet must be turned in, signed and timely every week. If an employee is unable to submit a timesheet, the employee must make reasonable attempts to reach out to the Director who will then notify the Selectmen's Office. Employees are responsible for signing off on delayed or corrected time sheets with the Selectmen's Office.

BENEFITS

Workers' Compensation

All employees are covered by workers' compensation through the Town of Loudon.

Insurance

The Library shall follow the policies set forth by the Town of Loudon regarding insurance benefits.

Vacation

1) Vacation time for permanent full-time employees shall be accrued on a monthly basis beginning at the date of hire and based on a 40-hour work week. Employees are strongly encouraged to use their vacation time. A maximum of 80 hours of unused vacation time may be carried over for a permanent full-time employee to the following calendar year.

Permanent full-time employees shall accrue annual leave per the formula below:

1st through 5th year: 1.25 days per completed month (15 days per year)

6th through 15th year: 1.667 days per month (20 days per year)

16th year and greater: 2.083 days per month (25 days per year)

Hires after 10/2/2024 shall accrue annual leave per the formula below:

Hire to 15 years – 15 days per year – 10 hours per month

16 to 25 years – 20 days per year – 13.33 hours per month

25+ years – 25 days per year – 16.66 hours per month

All employees receive 8 hours of sick leave monthly.

2) Vacation time for permanent part-time employees that work a minimum of 20 hours shall be accrued on a monthly basis beginning at the date of hire and totaling no more than 20 hours. Permanent part-time employees may use any and all accrued vacation time only after they have completed their probationary period. No amount of unused vacation time may be carried over to the following calendar year.

3) Qualifying employees may take vacation as is mutually agreed upon with their supervisor.

Compensatory Time

Salaried employees may be granted compensatory time off, in lieu of overtime payment, for hours worked in excess of the regular work week. When the cumulative hours worked in a regular work week exceed forty (40) hours, the employee may receive compensatory time at the rate of one and one half (1 ½) hours for each hour worked in excess of the regular work week. Employees shall not exceed compensatory time earned in excess of their regular work week hours within a six months period. Compensatory time shall only be granted with the express prior authorization of the Library Director and/or Library Trustees, and shall be taken, except in the exceptional circumstances, within six (6) months of the date upon which the compensatory time was earned. The Maxfield Public Library will cause to be paid, any compensatory time unused at a six-month period, on the following dates: June 30 and December 30th each year. Every effort should be used to allow the employee to use his/her time off. When the employee is paid for compensatory time, payment shall be at the employee's regular rate of pay at the time of payment.

Sick Leave/Family Care

Sick leave/family care days accrue for permanent full-time employees at the rate of eight hours per month beginning at the date of hire and totaling no more than 720 hours. Sick leave/family care days may be used anytime during the calendar year. A maximum of 720 hours of sick leave/family care may be carried over to the following calendar year.

Part-time employees do not qualify for paid sick time.

In the event of illness, the employee shall contact the Director via town email.

In the event of illness of the Library Director, the Director shall contact the Library Trustees via town email.

Leave Tracking

The Director shall track leave accrued and leave used for all employees using the sheet found in Appendix 1. Employees may use the same form to track their own leave, however the Director's calculations serve as the official copy.

Holidays

The Library will be closed for the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Full time staff will be paid for the number of hours usually worked on that holiday. In the event that a holiday falls on a weekend, or you are scheduled to work a holiday, you shall be entitled to one additional day off with pay, or payment at the regular rate of pay for one full day in lieu of time-off. You shall take the day or be paid out before the end of the fiscal year in which the holiday falls. The Library may be closed at the discretion of the Director for other days, such as Christmas Eve or New Year's Eve, but those days are not considered holidays and are without pay if taken off. A permanent part-time employee who has been employed in excess of thirty (30) days, SHALL be entitled to the approved paid holidays if the holiday falls on his/her regularly scheduled day. Hours paid for the holiday will be the same as the employee's regularly scheduled work day.

Closures

On occasion, the Library may close due to building maintenance emergencies such as mechanical failures, loss of power, or heating and cooling failures. There may be occasions on which the Library will be closed due to inclement weather, at the discretion of the Library Director. Employees scheduled to work the day of an unexpected closure will be notified as soon as possible and shall be entitled to pay. The Library Director will immediately notify the Library Trustees if the above occurs via town email.

Mileage

- 1) Mileage costs shall be paid in accordance with IRS rates.
- 2) The Trustees shall authorize reimbursement for the following mileage:
 - Travel for required classes
 - Travel for professional meetings such as SILC, NHLA, and State Library meetings relevant to the Library's needs

CONTINUING EDUCATION

The Library Trustees shall authorize payment of tuition and other related expenses for the Director, Children's Librarian, and other staff members to attend approved, work-related courses.

The Library shall pay for the Director's and the Children's Librarian's membership in essential professional associations such as NHLA.

The Library Trustees shall authorize reimbursement for attending certain professional meetings including registrations, meals, and hotel expenses.

PERSONNEL POLICY PROVISIONS

The provisions of the Maxfield Public Library Personnel Policies apply to all Library employees. Other provisions not specified in this Personnel Policy should be referred to the Personnel Policies Manual for the Town of Loudon. This document supersedes all personnel policies previously established or approved by the Library Board of Trustees. The Town of Loudon Personnel shall be also provided to all hires.

_____ Date _____

(employee signature)

Approved 4/99

Revised 11/2024

Revised DRAFT 9/5/25

Draft Submitted by Trustee Herrmann on 9/5/25

Approved October 8, 2025