

# PERSONNEL CODE

## PEABODY INSTITUTE LIBRARY DANVERS, MASSACHUSETTS

April 2005

*Please note that the page numbering for  
the online version of the Personnel Code  
differs from that of the paper version.  
There have also been some additions to the  
online Personnel Code Index.*

# INDEX

Accidents, 12  
Administrative Leave, 34  
Appointments, 19  
Attendance At Professional Meetings, 41  
Breaks/Meals, 30  
Changes In Position, 21  
Cleaning Reimbursements, 30  
Compensatory Time, 29  
Complaints, 23  
Confidentiality Of Patron Records, 9  
Confidentiality Of Staff Information, 9  
Continued Employment, 21  
Conversation, 10  
CORI, 47  
Deductions, 28  
Deferred Compensation, 12  
Delayed Openings, 31  
Dismissal, 23  
Eating In Public, 11  
Education Policy Regarding Pursuit of MLS, 43  
Emergency Closing, 31  
Employee Positions (Town Policy), 14  
Employment Eligibility, 16  
Employment Of Family Members, 20  
Equal Employment Opportunity Policy, 14  
Equipment, 10  
Evacuation Of The Building, 12  
Family and Medical Leave Act of 1993, 45  
Fees And Honoraria, 10  
Formal Education, 26  
Full-time/Part-time—Benefitted/Non-Benefitted, 20  
Funeral Leave, 39  
Gifts, 10  
Grievance Procedure, 24  
Grooming, 11  
Hiring Documentation, 17

Hiring Practices(Town Policy), 14  
History of the Library, 5  
Holidays, 34  
Holidays Or Illness During Vacation, 33  
Hospital And Medical Insurance, 11  
Hours Of Work, 29  
In-Service Training, 25  
Jury Duty, 41  
Leave Of Absence, 40  
Librarian-In-Charge, 13  
Longevity, 27  
Maternity Leave, 38  
Military Leave, 40  
Miscellaneous Reimbursements, 30  
Nonpublic Areas, 12  
Offer Of Employment, 17  
Orientation, 20  
Overtime, 28  
Pay Scale, 27  
Payment, 28  
Permanent Employee Appointments, 20  
Personal Necessity Leave, 39  
Personnel Files, 13  
Philosophy Of Library Service, 6  
Posting Of Vacancy, 19  
Pre-Employment Physicals, 18  
Probationary Period, 19  
Problem Patrons, 13  
Professional Attitudes And Conduct, 9  
Professional Development Committee, 42  
Promotions, 21  
Punctuality, 11  
Reference And Background Checks, 15  
Reorganization/Staff Reduction, 23  
Resignations, 22  
Responsibility Of The Staff, 7  
Retirement, 23  
Salaries, 27

Savings Plans, 12  
Schedules, 29  
Screening/Interviewing, 14  
Sick Leave, 35  
Staff Development, 25  
Staff Information, 13  
Staff Meetings, 8  
Suspension And Dismissal, 22  
Time Sheets, 28  
Town Credit Union, 12  
Transfers, 21  
Unscheduled Absence, 30  
Vacation, 32  
Vacation Carryover/Borrowing, 33

## Personnel Code

### Peabody Institute Library

#### History of the Library

1852 George Peabody donated funds for the establishment of the Peabody Institute in the South Parish (now Peabody)

1856 Mr. Peabody gave \$10,000 to establish the "Branch Library of the Peabody Institute" at Danvers Plains.

1857 The Town of Danvers was offered the use of two rooms in the second story of the Town Hall.

1866 The Town meeting accepted a gift of \$40,000 from Mr. Peabody to build the Peabody Institute in Danvers.

1869 The Library was dedicated. Mr. Peabody donated an additional \$45,000 at this time.

1890 The Library was destroyed by fire.

1892 The second Library building was dedicated. This is the present library.

1963 The Library interiors were remodeled.

1982 A renovation and expansion of the building was completed.

2000 The exterior of the 1892 building was restored.

## Philosophy Of Library Service

The primary obligation of the Peabody Institute Library is to make available to the community the best possible library service through the finest quality staff and materials consistent with its chartered objectives and its financial ability and resources. Each employee, directly or indirectly, plays a vital role in service to the library patron and the community. To achieve such service, the Library must maintain a staff of qualified, conscientious employees, working in harmony. Peabody Institute Library employees are selected, trained, paid and promoted on the basis of their qualifications and demonstrated job performance, without prejudice as to age, color, creed, national origin, political affiliation, race or sex.

Harmony can be achieved when both the employer and the employees are treated fairly, with consideration and dignity, and when the environment encourages job satisfaction and development to the greatest potential. Library employees have a special responsibility to fulfill their work assignments and daily responsibilities with the knowledge that courtesy, cooperation, and tact are guiding principles in every relationship with the public.

The Peabody Institute Library Board of Trustees, has the responsibility, within its financial ability and resources, to offer reasonable wages, benefits, and working conditions consistent with sound personnel practices and the job to be performed.

The concerted effort of all employees, each doing his or her part, will result in good library service and in the satisfactory fulfillment of the Library's purpose. This philosophy is reflected in the following personnel policies of the Peabody Institute Library.

## Responsibility Of The Staff

### Toward The Community

The primary duty of the Library is to serve the public. All patrons, regardless of sex, race, creed, religion, color, national origin, age, physical or mental handicap or individual life-style are to be given equal opportunity to avail themselves of library service. All contacts with the public are to be handled in a friendly and courteous manner. Every employee is a public relations officer for the library. In all contacts with the public, the employee is the public library. Each employee has an important role to play in developing and maintaining good public relations. Staff members should not become so engrossed in mechanical routines that patrons are ignored. Visiting with friends or discussing personal affairs should not occur while on duty at a public desk.

### Toward The Library

All members of the library staff are accountable to someone else. Everyone is expected to work in an intelligent, efficient and courteous manner. All staff members are required to read and understand the Personnel Manual as part of their overall orientation and training. Each employee is expected to abide by provisions set forth in this manual.

### Supervisors Toward Staff

Supervisors are responsible for keeping informed of library policies and for communicating information to staff members. In addition, it is important for supervisors to provide positive and constructive job-related feedback to all staff members.

If a suggestion for improvement or reprimand is necessary, it should be discussed courteously, professionally and, privately in a nonpublic area. Supervisors are responsible for allowing new employees time to complete the orientation program, helping them to become acquainted with the Library and its operation, assisting them in assigned tasks and familiarizing them with library policies and procedures.

## Staff Toward Supervisors

Staff members are responsible for doing the work assigned to them by their immediate supervisor accurately, efficiently, and as pleasantly as possible. If there is a question or complaint about the work assignment, the employee should feel free to discuss it privately with their immediate supervisor.

If that is not possible, or if a satisfactory solution cannot be reached, the employee may talk to the Director or Assistant Director. If no solution can be reached, the employee may follow the Grievance Procedure as outlined in this manual.

## Staff Toward Staff

It is important that cooperation exist among staff members within a department as well as throughout the Library. All staff members shall be considerate, courteous, professional and helpful toward each other, including occasions when it may be necessary to perform a task which is not specifically a part of an employee's particular job description or when called upon to provide assistance in another department.

## Staff Toward Volunteers

The Library encourages the participation of volunteers in a variety of programs and activities. Although volunteers are not paid employees of the library, their devotion and support of library services deserve the respect of all staff members. All volunteers shall be expected to observe all established policies and procedures whenever they apply.

## Staff Meetings

Various staff meetings are held in order to discuss and communicate the planning, organization and changes of library policies and procedures. These meetings are an integral part of a participative management system.

Department head and staff meetings are scheduled as needed. Any employee may request a department meeting and/or have items placed on the agenda. Day, time and issues will be posted by appropriate supervisors.

Any changes in policies or procedures once approved, should be e-mailed to employees and then inserted in the library personnel manual.

### Professional Attitudes And Conduct

Massachusetts law (Chapter 151B) requires equal employment opportunity for all persons regardless of race, color, religious creed, national origin, sex, age, sexual orientation, or ancestry. The law also prohibits discrimination against qualified handicapped employees and job applicants.

### Confidentiality Of Patron Records

In recognizing the library's position of special trust with members of the public, the Board of Trustees of the Peabody Institute Library and the Board of Directors of the member libraries of the North of Boston Library Exchange have established the NOBLE INC. Confidentiality Policy.

### Confidentiality Of Staff Information

The Peabody Institute Library makes every effort to provide a safe workplace and to protect the privacy of Library employees.

Staff shall not give out:

Employees home addresses, telephone numbers, names of household members, and other personal information

To provide good customer service, staff may give out work schedules for Library employees, all of whom work for the Town of Danvers. The names of employees, their schedules, and salary are considered public information.

If a patron wishes to contact a staff member, a staff member should take a message for his/her colleague. It will be the responsibility of the employee to contact the patron.

## Conversation

In an attempt to respect those individuals who use the Library for quiet study, both staff and patrons should strive to hold conversations in a quiet manner. Social conversations with either the public or co-workers should be kept to a minimum and should never interfere with or hinder service to all patrons.

## Equipment

All staff members should take care of library equipment, furnishings and property. Public and private desks should be neat.

## Fees And Honoraria

Fees and honoraria for talks, lectures, workshops, etc., conducted by staff members are permitted if done on the staff member's own time. No fee may be received by the staff member if the lecture, workshop, etc., is performed on library time or is conducted in the name of the Library. Donations may be made to the library to thank a staff member for a talk or lecture.

## Gifts

The Town of Danvers' policy prohibits all employees from soliciting or accepting gifts, benefits or favors from a person or company that does (or that hopes to do) business with the Town. Simply stated, our policy is a zero tolerance policy. It prohibits accepting anything of value, including flowers, food items, event tickets, golf outings, other similar entertainment, or use of entertainment facilities. Gifts offered at the holiday season or anytime during the year must be refused, donated to charity or, if appropriate, accepted on behalf of the entire Town.

The state law (Chapter 268A), referred to as the "Conflict of Interest Law," also prohibits the acceptance by Town employees of gifts, preferential treatment, or other benefits valued at \$50 or more from vendors or those interested in doing business with the Town. Our town policy goes a step further by prohibiting all gifts regardless of value.

## Grooming

The community image of the Library is, at least in part, projected by the wearing apparel and appearance of staff members. It is, therefore, very important that all employees be well-groomed and properly dressed. It is assumed that an employee hired by the Library will show good common sense.

## Eating In Public

Staff members will show discretion regarding this issue.

## Punctuality

All staff members should be in the library and ready for work on time. This means arriving at the building ahead of schedule. Staff members are reminded that punctuality is important when filling a shift after breaks or lunch, particularly when another staff member is due at another desk.

Staff members going off duty from public desks should explain clearly and completely the work left to the staff members replacing them.

## Hospital And Medical Insurance

All employees are covered by Worker's Compensation, a protection in case of injury or illness as the result of a service connected accident or condition. Insurance, including life, dental and medical plans, are available to benefited employees. Application can be made upon employment. Coverage will begin immediately. While there is no intention of invading a staff member's privacy, it is important that accurate information regarding a staff member's marital status and dependents be reported to the Town so that any implications for insurance coverage can be considered.

## Savings Plans

### Town Credit Union

All employees of the library are eligible to join the Town Credit Union after the six month probationary period. An employee should contact the town credit union directly. Immediate family members may also join.

### Deferred Compensation

The Town of Danvers has a 457 deferred compensation plan. The Library Director can provide you with brochures on this plan. You must be a benefited employee to participate in this program. If you wish to participate in the deferred compensation plan, you should contact the personnel office at the Town Hall.

### Nonpublic Areas

The staff room, located on the lower level of the Library, is maintained for the use of library personnel. This room is for staff and volunteers only and no guests are allowed except those visiting the Library in an official capacity or those having the approval of a staff member. Kitchen facilities are provided. Staff members using the facilities are expected to leave the area clean.

### Accidents

Staff should report any injury or accident of a staff member or patron to the Librarian-In-Charge immediately. Medical assistance will be called if needed. A written report should be filed on any accident that is reported.

### Evacuation Of The Building

If the fire alarm sounds, all patrons and staff must evacuate the building. It may happen that the building must be evacuated for other reasons besides fire. Staff members on each floor must take special care to see that all persons exit the building in a timely and calm manner. If a patron refuses to exit, inform the Fire Department or Librarian -In-Charge. No

one will be readmitted without the approval of the Fire Department or the Librarian-In-Charge.

### Personnel Files

Since personnel files belong to the library and contain information of a private nature they are kept in a locked file cabinet. They will be available for examination only to the employee, the employee's supervisor, the Director or the Assistant Director. These files may not be removed from the Assistant Director's office and should be viewed in the presence of an administrator. Staff members requiring copies of material contained in personnel files should contact the Assistant Director.

### Problem Patrons

All serious incidents involving problem patrons(i.e. abusive language, drunkenness, indecent exposure, physical assault, vandalism) should be reported immediately to the Director or Librarian-In-Charge. The police should be called if necessary. The Library may write a written report on the incident if it is warranted.

### Staff Information

Staff members will be informed of library and town information via staff memos, e-mail, and notices posted on bulletin boards in the circulation office and the staff room.

### Librarian-In-Charge (Revised 11/29/07)

In the absence of the Director and Assistant Director, Department Heads will jointly share the responsibility of the library and its operation. Respective Assistant Heads of Departments and professional librarians are responsible in the absence of the Director, Assistant Director, or Department Heads.

In the event of the absence of the Director and Assistant Director for a scheduled extended period of time, Department Heads will be designated, on a rotating basis, as Librarian-In-Charge.

## Employee Positions (Town Policy)

### Equal Employment Opportunity Policy

It is the policy and intent of the Town of Danvers to provide equality of opportunity in employment to all Town employees and applicants for employment. Equal opportunity means that the Town will not discriminate against any employee or job applicant because of race, sex, color, religion, ancestry, national origin, handicap or age; and further that merit and fitness alone shall guide all decisions relating to employment with the Town of Danvers.

This policy shall be clearly communicated to all Department Managers, all personnel and all prospective job applicants. The successful implementation of this policy shall remain as one of the highest personnel priorities of this administration. The success of this program shall indeed insure that all citizens will have equal employment opportunity with the Town of Danvers.

### Hiring Practices(Town Policy)

#### Screening/Interviewing

The appointing authority/department head will screen resumes and applications based on criteria established prior to receipt of resumes. Appointing authorities and department heads should follow standard procedures when screening resumes and conducting interviews. The following are general guidelines:

Devise standard selection questions which are not gender or race biased, and use the same questions for all candidates.

Screen resumes for minimum entrance requirements.

Select candidates for interview and send a letter to candidates not selected for interview.

Notify successful candidates of selection (by telephone) and then interview those candidates (interviews conducted by Town Boards and Committees are subject to the provisions of the Open Meeting Law).

Select candidates for final (or second) interview, contact references and conduct final interviews.

Select final candidate. Review offer to candidate and secure approvals if offering higher than minimum entrance rates.

Offer the candidate employment in writing.

Notify unsuccessful candidates by telephone or by mail.

#### Reference And Background Checks

It is the policy of the Town to check references of all potential employees. It is the responsibility of the appointing authority to conduct reference checks on the final candidates that are considered for hire. The job applicant will be asked to provide at least three references from previous employment. The appointing authority/designee will make at least one attempt to contact each reference and keep careful written records of having done so. The appointing authority/designee shall not request any information about a job applicant from a previous employer, family member or other source that it may not itself request of the job applicant.

Candidates should be informed that the reference checking may be extended to their current and any or all of their previous employers, even though they may not be on their reference list. (Please be sensitive to coordinating the checking of the current employer's reference with the candidate. We do not want to jeopardize their current position.) If a candidate tells you not to contact a specific person or employer, please respect that request. The candidate is not required to provide this authorization, but checking references should be considered a very important part of the selection process and the appointing authority should be very cautious about hiring a new employee who will not provide adequate reference checking authorization.

Before making reference calls, the appointing authority/designee will prepare a set of questions that are related to the position and are designed to help with the hiring decision. The appointing authority should describe to the reference the position that the candidate has applied for and describe what he/she is looking for in the ideal candidate.

When calling a reference, introduce yourself, state that you are checking the reference on (name), a candidate for (state the position), and you have the candidate's permission to talk with the reference. If they refuse to provide a reference, ask them what their policy is on providing references for current or past employees to assess whether the issue is their blanket policy on providing references or whether they will not provide a reference for of this particular employee (or former employee). Questions regarding attitude, skills, experience and performance should be asked.

Reference check questions should be directly related to the duties and performance of the person's job. Do not contact "character references" or references who have not worked with the candidate. Questions related to protected class status or disability claims should be avoided.

While the employer has the right to check employment references, state and federal laws protect candidates and employees from unreasonable intrusions by prospective employers into their private, non-job related activities and status. (There are a few exemptions to this rule, for example, law enforcement candidates).

### Employment Eligibility

The Town's policy with respect to employment eligibility is set forth in accordance with the Immigration Reform and Control Act of 1986 that requires employers verify the employment eligibility of prospective employees. This law sets forth the requirements for eligibility to work in the United States.

It is the policy of the Town that new employees must provide proof of authorization to work in the United States prior to beginning employment with the Town as mandated by federal law. After making an offer of employment, the department manager/designee should verify the candidate's

eligibility to work in the United States using the "Employment Eligibility Form" (I-9 Form).

The department manager/designee should outline the purpose of the form and give the candidate the Employment Eligibility Information Sheet. The department manager/designee should complete the I-9 Form and verify the documentation submitted as instructed on the form.

Prospective employees must sign the I-9 Form and provide the appropriate documentation on the first day or prior to beginning work. The department manager should stress during the interview that all offers of employment are contingent on the candidate's providing the Town with the appropriate documentation prior to being placed on the payroll. This statement should be included in the offer letter, where applicable. Documentation provided with the I-9 should be photocopied and attached to the I-9. Such documentation will not become part of the employee's personnel file but will be maintained by the Personnel Department in chronological order.

### Offer Of Employment

An appointing authority or his/her designee shall provide an offer of employment in writing to any prospective employee that contains the rate of pay, hours of work, starting date for employment and other relevant information. A copy of such offer of employment should be provided to the Human Resources Director. Each new employee shall be directed to consult with the Human Resources Director during the first week of employment to ensure compliance with all legal requirements and facilitate enrollment in health insurance plans and the retirement system, as appropriate.

### Hiring Documentation

The following documentation should be compiled and forwarded to the Human Resources Director along with the Application for Employment/resume prior to the employee's first day of work.

1. Payroll Authorization Form (P.T. Form)
2. Employment Eligibility Form (I-9)

3. Pre-Employment Physical Examination Form, if applicable

On the first day of employment, or at the latest, during the first week of employment, the employee will be required to submit the following documentation:

1. W-4 or W-4A tax withholding form
2. Copy of driver's license
3. Signed Direct Deposit Form
4. Basic and optional life insurance enrollment form or waiver
5. Health insurance enrollment form or waiver
6. Annuity/deferred compensation enrollment form (optional)
7. Section 125 (Cafeteria Plan) benefit enrollment form or waiver

### Pre-Employment Physicals

Every applicant for permanent appointive employment by the Town shall be certified by a practicing physician, designated by the Town, as to his or her physical fitness to perform the duties of the position to which such applicant seeks appointment and as to any physical condition of the applicant which might adversely affect the insurance coverage of the Town under Chapter 152 of the General Laws of the group insurance coverage of other Town employees. If the Town Manager deems such action necessary to the protection of the Town, he/she may require any applicant for temporary appointive employment by the Town who is to be employed for thirty (30) days or more, or any temporary appointive employee who has been employed by the Town for thirty (30) days and has not been so certified, to be certified by a physician designated by the Town as to his or her physical fitness to do the work required by the Town and as to the presence of any condition detrimental to the insurance coverage hereinbefore described. The certification required hereunder shall be in such form as the Town Manager shall determine. The cost of any physical examination required by this section shall be paid by the Town and shall be charged to the appropriation of the department in which the application was made or temporary employment authorized or shall be charged to such special appropriation as the Town may make for the purpose of this section.

## Probationary Period

For all employees, the first six months of employment shall be a probationary period. Probationary employees shall have no rights to contest the termination of their employment during the probationary period. Probationary employees will receive an appraisal of their performance after the initial ninety (90) days of employment.

For vacation and sick leave purposes, time worked during a probationary period will be counted toward vacation and sick leave eligibility.

## Posting Of Vacancy

Whenever a vacancy occurs which the Library intends to fill, notice shall be posted at the Library and sent to the Personnel Office at Town Hall. The vacancy may also be advertised locally or in library publications as appropriate. In some cases, if the desirable candidates are not found, a position may be reposted.

## Appointments

### Review And Recommendation

All selections for appointment, transfer or promotion shall be made on the basis of the qualifications, skills and experience required for the given position. Depending upon the posted position, supervising personnel (whether the Department Head, Assistant Director or Director) shall review all qualified applications and interview each candidate. Recommendation will be made to the Director as to the most appropriate appointment. In the event applicants for appointment are equally well qualified, preference will be given to an individual already employed by the Library and/or a resident of Danvers. Final appointment is made by an approval of the Board of Trustees.

The Board of Trustees shall select the Director in accordance with their expectation as well as minimum standards set up by the Massachusetts Board of Library Commissioners.

## Employment Of Family Members

Generally, members of the same family will not be employed within the same department or will a staff member be asked to supervise a family member.

## Orientation

Each new employee shall participate in the library's orientation process. This will include review of departmental policies, procedures, personnel issues and a general overview of library philosophy. As well, each employee will be trained in the specifics of his/her own job responsibilities.

## Full-time/Part-time—Benefitted/Non-Benefitted

A full-time employee shall work an average of 37.5 hours per week and shall be entitled to benefits from the Town of Danvers and Library Trustees as outlined in this manual.

A part-time employee works fewer than an average of 37.5 hours per week. Generally, those employees who work 20 or more hours per week are benefitted by the Town. Those who work fewer than 20 hours per week do not receive Town benefits.

## Permanent Employee Appointments

All employees are appointed yearly by a vote of the Trustees at the start of the fiscal year.

Applicants may be employed on a temporary basis for up to six months, for a season, or for a particular project. The agreed upon time and conditions will be made clear to the employee. This will be a non-benefitted position even though the hours may exceed 20 hours per week for the specified period.

## Continued Employment

After completion of the provisional period of employment, the staff member, (except for temporary personnel,) is considered to be a permanent employee as long as performance evaluation interviews are satisfactory. If an employee ceases to meet the required standards for the position, then the supervisor, during a documented interview, shall call the employee's attention to this fact so that the employee has an opportunity to improve work performance. If improvement does not occur, the supervisor may recommend to the Director that the employee be placed on probation, transferred, demoted, or dismissed. The employee will receive a written copy of all charges and may appeal the supervisor's recommendation to the Board of Trustees.

## Changes In Position

### Transfers

Transfers are changes in assignment in which the salary rate and job level remain the same. Transfers may be done for the good of the Library and the development of the staff member's potential. Whenever possible, the needs and desires of the employee are taken into consideration.

### Promotions

An employee selected for promotion enters a new provisional period of six months during which his or her performance is reviewed in the same manner as that of a new employee. The promoted employee does carry over to the new position any benefits provided by continuing employment. The employee's new salary will not be set at a step on the new level that would result in a pay decrease.

Notices of vacancies are posted. A staff member who wishes to be considered for any position may apply, as may any other outside candidate. Employees who obtain higher degrees are not automatically guaranteed promotions.

## Resignations

An employee who intends to resign shall inform the immediate supervisor as soon as possible and then submit a written resignation to the Director. Four weeks notice before the last working day is the minimum required time for all administrative positions and two weeks for all other positions. However, in all cases, it would be appreciated by the Director if notice of resignation is given as soon as the employee is certain of the time.

## Suspension And Dismissal

The Library Director has the authority, in the best interests of the library, to suspend any staff member for incompetence, recurring documented rudeness to patrons and/or staff, noncompliance with library policies and procedures, frequent unexplained absences from duty, or conduct which is unlawful.

A written explanation of this action should be given in person, or sent by registered mail, to the staff member within 48 hours of suspension. The staff person has the right to appeal the suspension. Such an appeal should take the form of a written summary of his or her viewpoint which must be delivered to the Library Director no later than 48 hours after the deadline for receipt of employee's response to the director's written suspension notice.

The Library Director must notify the Trustees of a suspension within 48 hours of the action. The Board Chairperson should plan to convene a board meeting 48 hours after receipt of an employee's letter of response.

All suspensions are with pay (i.e. staff member will receive pay for the hours he or she would have been scheduled to work). Suspension is seen as a temporary, intermediate step before a final resolution of the problem. Final resolution could result in continued suspension, dismissal or reinstatement. Every effort will be made to shorten the time during which an employee is under suspension.

## Dismissal

Employees are dismissed by the Board of Trustees upon the recommendation of the Director. An employee can be dismissed for the reasons stated above.

## Reorganization/Staff Reduction

On occasion, the Library evaluates its organization and may combine, expand or eliminate departments or services. Since the Director is responsible for all staff performance, total library service within the system, and the maintenance of equal opportunity practices, the Director thereby reserves the right to make personnel reassignments. These reassignments will be made with respect to the qualifications of the staff members and the effects of the reassignments within the system. They will be done in consultation with department Heads. A minimum of one (1) months notice will be given if the release of staff members becomes necessary.

## Retirement

Retirement benefits are provided through the Town of Danvers Contributory Retirement System. Membership in this system is compulsory for all benefited employees. Members who reduce their work hours are still covered by the program.

Retirement benefits are calculated by age, length of service and an average of the highest three years of service (usually the last 3). If an employee leaves the employment of the Town of Danvers, that portion the employee contributed toward retirement may be refunded. More detailed questions should be referred to the Town's Retirement Office.

## Complaints

### (a) Staff Complaints

When a problem between staff members exists which interferes with the atmosphere, operation and/or procedures of a department of the Library, all

parties involved should meet and attempt to reach a workable solution in a non-public area. If a solution cannot be reached, or if the employee cannot reasonably discuss the problem with the other party, the concern may be taken directly to the immediate supervisor, Assistant Director or Director, any of whom may request written documentation. If there is still no satisfactory solution, the matter may be taken through the Grievance Procedure.

#### (b) Patron Complaints Against Staff

When a patron makes a legitimate complaint against a staff member, the supervisor should discuss the matter privately and as soon as possible with the employee named. If the complaint is received by anyone other than the direct supervisor, the direct supervisor should be informed immediately by the staff member to whom the complaint was made. If the complaint has come to the Director, the Director may be the one to speak to the staff member, but not before informing the employee's supervisor. If the employee feels that the charge is unfair, and the supervisor does not agree, the matter may be taken through the established channels.

#### Grievance Procedure

Any library employee has the right to have his/her concerns addressed. When possible, issues should be aired through the regular communication channels; employee to supervisor or Department Head, Department Head to Assistant Director or Director.

The employee also has the right to talk to the Director about issues which may be resolved in this fashion. If the issue is not resolved at the Director level to the employee's satisfaction, the following Grievance Procedure may be undertaken.

The employee may write a petition to the Chair of the Board of Trustees outlining the grievance, the specific facts involved and the resolution sought by the employee. The petition must be signed by the grievant and submitted to the Director.

Within seven (7) days the Director shall review the grievance and attach any additional facts or background from the Director's point of view. The grievance, as well as the Director's comments, will be forwarded to the employee and the Chair of the Trustees at the end of this seven day period. Within ten (10) working days, the Trustees shall meet to review the grievance and invite the grievant to attend the meeting to represent himself/herself or be represented by a person of his/her choice, including legal counsel. After their review, The Trustees shall come to a final resolution of the issue in a timely manner. The Trustees shall send written reply of their decision to the grievant, the Director and all appropriate persons.

## Staff Development

### (a) In-Service Training

An in-service training program consists of the orientation for new employees and ongoing training for current staff.

The orientation program is designed to give new employees an overall view of the Library: its history, organization and management, explanation of personnel policies and other basic information.

Ongoing training programs for all staff members may be scheduled for various reasons:

- To implement a new service to patrons
- To demonstrate the use of new equipment
- To teach new policies and procedures
- To provide "refresher courses" and workshops
- To build skills and knowledge in all aspects of library service

Staff members are encouraged to make recommendations to their supervisors or to the Director for in-service training programs based on staff needs.

The in-service training programs supplement, but do not replace, departmental training. Supervisors are responsible for the continued development of their staff members. They are expected to see that each one is thoroughly familiarized with the assigned duties of the position, trained in efficient performance and informed of new plans and policies. Supervisors are expected to give each individual an opportunity to assume responsibility, to find means of self-development and to make use of special interests, knowledge and abilities.

#### (b) Formal Education

When employees are involved in formal and informal educational opportunities to meet professional goals, the library, recognizing that education enhances performance, can provide support in the following ways:

Whenever possible the Assistant Director will try to arrange schedules so that staff members desiring to continue their education may be able to do so.

Benefitted members enrolled in formal education programs may request to reduce their work schedules up to four hours per week for the period of a full quarter or semester and take a corresponding cut in their salary without losing fringe benefits.

Already earned compensatory time may also be used to offset hours used for classes.

When employees are involved in formal educational opportunities to meet identified Library needs the following support can be provided:

Any employee may apply to the Director for paid release time for education provided his/her Department Head agrees the course would be helpful to the service provided by the department. Also the absence of the employee should not impede operation of the department or the Library.

Funds may be provided through a Trustees' account administered through the Professional Development Committee. This Committee reviews requests for funds on a case by case basis and awards are made according to that Committee's guidelines.

If an employee is asked by the Library to attend a course, time and compensation for the class will be provided.

### Salaries

Every attempt is made to compensate employees in an equitable fashion within the constraints of the Town's appropriated wage funding. It will remain the ongoing charge of the Board of Trustees, through the Director, to review current wages for all employees and lobby for adequate salaries in line with other town employees and colleagues in the area.

### Pay Scale

A chart indicating the pay scale of steps for each classified position and the relationship of other classifications within the organization is in place and will be reviewed periodically by the Trustees to ensure it remains competitive and relevant to jobs performed.

### Longevity

The Library appreciates the continuous service of those employees who have been working for many years. Official leaves that are approved by the Trustees do not represent a break in continuous service. The following schedule represents longevity compensation paid annually in early December to those employees who have worked the appropriate number of years (as counted on November 1 of that year).

5 years	\$100
10 years	300
15 years	500
20 years	600
25 years	800
30 years	1000

Longevity is paid to all employees who earn it, regardless of benefited or non-benefitted status. Any uninterrupted service of more than 3 months (exception of sick leave) will not count toward longevity.

### Payment

All members of the staff are paid on the same schedule as other Town of Danvers employees. Pay days are every week on Thursdays.

### Deductions

Regular deductions on each payroll are made for federal and state taxes and in the case of benefited employees for Town of Danvers Contributory System. When a month has five pay periods, deductions for insurance and optional payments (e.g. deferred compensation, credit union loan payment, etc) will only be taken out of the first four checks. Tax deductions will be made for all pay periods.

### Time Sheets

In order to ensure that an employee receives due compensation, each member of the staff keeps a daily record of the time worked on his/her time sheet kept at the Circulation Desk. At the end of the week, the staff member must sign the time sheet attesting to the accuracy of the entries. Entries will also be signed by the Director or Acting Director.

### Overtime

The Library is governed by the Federal Government's Fair Labor Standards (FLSA)

Overtime is defined as hours worked beyond 40 hours. The library will not pay for more hours than the allotted full-time work week. From time to time, it may be necessary for an employee to work an extended week. This will be compensated by compensatory time taken at a later date and recorded by the Assistant Director.

## Compensatory Time

Benefitted staff members may earn compensatory leave in either of the following ways:

**Compensation for hours worked (with approval) beyond normally scheduled hours can be taken as time off.**

**Holidays that fall on a day in which a staff member is not normally scheduled to work result in compensatory leave earned, depending on conditions outlined under Holidays.**

Compensatory leave may be accrued, but must be taken within three months of the date that the leave was earned. Requests to take compensatory leave follow normal procedures for other leave requests with the exception that compensatory leave can never be taken on Saturdays or Sundays. Because the hours must have already been earned, they should be entered on the staff person's time slip as hours worked at the time the leave is taken.

## Hours Of Work

The official work week for the Library is from Sunday through Saturday. Each full-time salaried staff member works an average of 37.5 hours per week. The Director works a 40 hour week as part of Town management. All other employees are hired at various hours according to the needs of the department.

## Schedules

Schedules are made and designed to benefit overall library service to the public. An employee is expected to work his or her scheduled hours. Any requests for change to the basic schedule should be made by notifying the Assistant Director as soon as possible. General revisions are normally made at the beginning of the school year, the end of the school year and at the semester break. The Assistant Director or Librarian-In-Charge is responsible for changing schedules due to staff absences or other circumstances.

If an employee is unavailable to work due to an emergency of fewer than 3 hours, that employee may make up this time in one segment when mutually convenient to the Library and the employee.

#### Breaks/Meals

A staff member may take a rest period not to exceed 15 minutes per each three hours worked. Break periods should be taken at times when there will be no interference with public service. Break times may not be accumulated, combined, added to meal time, used to leave early.

By Massachusetts statute, employers must allow a thirty-minute meal break(UNPAID) for any employee who works more than six hours a day. Meal periods are usually 45 minutes in length.

#### Miscellaneous Reimbursements

Mileage compensation can be requested for travel required for official library business. Mileage will be calculated at the rate established by Town Hall. Reasonable travel time will also be allowed for travel required for official library business.

#### Cleaning Reimbursements

The library, at the Director's discretion, may reimburse staff members for the cleaning (and in some cases the replacement) of clothing soiled or damaged by a mishap occurring during performance of library duties. Such reimbursement would be approved for damage caused by a special incident (such as the spilling of copier toner) but not for the "wear and tear" normally associated with work at the library.

#### Unscheduled Absence

Emergency absence shall be reported to the immediate supervisor as soon as possible.

## Emergency Closings

During normal hours of operation the Director or designated Librarian-In-Charge may find it necessary to change the normal hours and/or reduce staffing if conditions so dictate. Staff members who question whether the library will be open should call the library or a department head before coming in. If the library is open but a staff member truly feels conditions are too adverse to come to or remain at work, he/she may take vacation or personal leave. In the case of reduced staffing or closing, all scheduled staff shall be paid for the remainder of their assigned shifts.

## Delayed Openings

If Town schools are closed or delayed in opening, the library will normally open at 11:00 am (if possible). In some instances, the librarian-in-charge may elect to open earlier if enough personnel are in the building.

During normal hours of operation, the Director or designated Librarian-In-Charge may find it necessary to change the normal hours and/or reduce staffing if conditions so dictate.

The Library Administration will make every effort to keep staff informed of any schedule changes due to weather emergencies.

Staff members who question whether the library is open should call the library or a department head before coming in.

In the library is open but a staff member truly feels conditions are too adverse to come to or remain at work, he/she may take vacation or personal leave.

In the case of reduced staffing or closing, all scheduled staff shall be paid for the remainder of their assigned shifts.

## Vacation

During any calendar year, those who have started their benefitted employment prior to January 1, 2000 may take only vacation benefits as accrued in the previous calendar year (January - December).

Those who began their benefitted employment after January 1, 2000 may take vacation as earned.

Vacation is earned at one of the following rates, depending on years of service:

Benefitted employees who have fewer than twenty-five (25) years of Town of Danvers service earn vacation at the rate of four (4) times the average weekly number of hours worked. For example, a full-time employee working an average of 37.5 hours per week would be entitled to 4 times 37.5 (150) hours of annual vacation; a part-time employee working an average of 25 hours per week would be entitled to 4 times 25 (100) hours of annual vacation.

Benefitted employees who have twenty-five (25) or more years of Town of Danvers service earn vacation at the rate of five (5) times the average weekly number of hours worked. This rate takes effect on January 1<sup>st</sup> of the calendar year in which the employee's twenty-fifth (25<sup>th</sup>) anniversary occurs.

Benefitted personnel who have worked for six months or more immediately prior to the start of the calendar year, will receive full vacation benefits at the start of the calendar year as outlined in the personnel manual.

### How Vacations Are Scheduled And Taken

In all cases, notification of request for vacation time should be given to the Assistant Director as soon as the employee is certain of the dates. A planning calendar is located in the Assistant Director's office. Employees are asked to attempt to schedule with regard to coverage in their department. This will allow for a minimum impact on public service. As a general guideline no more than three (3) full-time employees should be on

vacation simultaneously. An employee may receive his/her pay prior to the beginning of his/her vacation provided two (2) weeks prior notice has been given the Director and the Town's Accounting Department via the employee's time slip. For those scheduled on Saturdays or Sundays, only two weekend days may be taken as vacation during a calendar year.

#### Vacation Carryover/Borrowing

As a general rule, vacation time should be taken during each calendar year. In the event of unusual circumstances, an employee may petition the Trustees to carryover up to one (1) week's vacation to allow such vacation to be taken in the year following that in which it would normally have been used. This request must be made prior to the conclusion of the year during which the vacation would have been used.

An employee may similarly petition the Trustees to receive permission to be allowed to borrow up to four (4) weeks vacation that would normally be used in the following year. Employees should realize that if the staff person leaves the employ of the Town of Danvers having used vacation time that had not yet been earned, he or she would be responsible for reimbursing the Town for the salary received for this unearned vacation.

#### Holidays Or Illness During Vacation

When a paid Holiday occurs within a benefitted employee's vacation, the employee will be given another vacation day at such time as is mutually convenient for the employee and the Library. When a benefitted employee becomes ill during vacation and requires admission to a hospital, written notification from the attending physician will allow the employee to be placed on sick leave. The period of confinement may be taken as sick leave, provided that employee has enough sick time accrued. Any employee who is documented as injured, ill or out of work on worker's compensation through December 31<sup>st</sup> will not lose his/her vacation. Instead, the employee should consult with the Assistant Director to schedule the vacation time as soon as possible within the next calendar year.

## Holidays

The following eleven (11) days will be legal holidays with pay for benefitted employees. The library will be closed on these days:

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

Should any legal holiday fall on a Sunday, the succeeding Monday is considered the recognized legal holiday. Holidays granted other Town employees will be granted to library personnel.

Benefitted part-time employees are entitled to prorated holiday benefits based on the employees scheduled hours.

For all benefitted employees, if the holiday falls on a day he/she is not scheduled to work, time off for that holiday may be scheduled at a later time, usually within three months.

## Administrative Leave

### Type A

Administrative Leave will be granted benefitted Library personnel for the following days (Administrative Leave requires a vote of the Board of Trustees):

$\frac{1}{2}$  Day after Thanksgiving  
 $\frac{1}{2}$  Day Christmas Eve  
 $\frac{1}{2}$  Day Good Friday

For all benefitted employees, if the holiday falls on a day he/she is not scheduled to work, time off for that holiday may be scheduled at a later time, usually within three months.

Benefitted part-time employees are entitled to prorated holiday benefits based on the employees scheduled hours.

**Type B**

Administrative Leave may be granted on the following holidays depending on the day of the week on which the holiday falls. **Only employees (benefitted and non-benefitted) scheduled to work on these holidays qualify for Administrative Leave.** (Administrative Leave requires a vote of the Board of Trustees). These holidays are:

Library closes at 5:00 pm July 3<sup>rd</sup>

Library closes at 5:00 pm day before Thanksgiving

Library closes at 5:00 pm day before New Years

Library is closed on Easter

Library is closed the day after Christmas

If his/her regular schedule of hours exceeds the holiday benefit, the employee may take the entire time off and work the difference in hours the following week.

Upon arrangement with the Assistant Director, a member of a religious group which has special observances not set aside by the above holidays (i.e. Yom Kippur) has the right to be absent on the employee's own time. If desired, the time may be made up.

Sick Leave

All benefitted full-time employees are allowed sick leave with pay at the rate of 1 $\frac{1}{4}$  working days for each full month of service, or a total of 15 sick days per year, credited January 1st of each calendar year. Part-time employees receive pro-rated sick leave. Sick leave may not be taken in segments of less than one (1) hour. Employees should call the library as soon as possible to report if they are ill.

Whenever possible notification should be directly to the Assistant Director in order to change the schedule and alter records. Sick leave is used in the following conditions:

- (a) Absence due to an employee's illness or injury
- (b) Absence, if necessary, due to illness in the employee's immediate family.
- (c) Leave is allowed for dental and medical appointments that cannot be arranged on the staff member's day off.

In the case of extended illness, the employee may petition the Trustees for extended medical leave of up to one (1) year. The position left vacant may be filled, if personnel monies allow, on a temporary basis.

An employee who is ill on a scheduled compensatory or vacation day will receive no other time as sick leave.

The Director may request a doctor's certificate to substantiate a request for sick leave in frequent, unusual or patterned absences. Abuse of sick leave is ground for dismissal.

Sick leave may be accumulated to a maximum of 250 days.

New employees will be loaned three (3) days of sick leave eligibility after the first week of employment until they are able to earn their sick leave.

Sick leave may be granted with pay in excess of fifteen days in any one year only when the employee has accumulated unused sick leave credit from prior years.

Any benefitted employee who has exhausted his/her sick leave time due to medical circumstances may, on the recommendation of the Director and Board of Trustees and with the Town Manager's approval in writing, be loaned additional sick leave. This leave may not exceed fifteen days in any calendar year. The employee will be obligated to return five future days of loaned time per year until the total of such loan time has been equaled. If the employee saves more sick time in a year than anticipated he/she may, after consultation with the Town Accountant, release additional days from his/her account to try to equal his/her time debt.

In addition, on a case-by case basis the Director may, with approval of the Board of Trustees and Town Manager, solicit up to one donated sick day from each benefitted employee per calendar year. After an employee has exhausted his/her vacation leave and his/her fifteen additional loaned sick days, he/she may draw sick leave from these days donated by his/her benefitted co-workers.

If the employee terminates employment with the Town and owes sick leave days, such days will be deducted from the employee's final pay check at the established rate of pay at the time of the loan of sick leave.

If his/her final pay check will not cover the sick days owed, the account on such employees will be considered closed and final. Employees who have been laid off and recalled within a one year period shall be credited with sick leave previously earned. This also applies to time during military service provided the employee returns to the Library within one year of discharge.

At the beginning of each November, those employees who qualify for the benefits below will decide between the additional vacation benefit that applies to them or the Town of Danvers Sick Leave Annual Incentive Program.

If an employee who has not yet accumulated 250 sick days utilizes no sick time during a year (counted from November 1<sup>st</sup> through October 31<sup>st</sup>), that employee is eligible to receive two (2) additional vacation days to be taken in the following calendar year.

If an employee who has not yet accumulated 250 sick days utilizes some sick time but less than four (4) days during a year (counted from November 1<sup>st</sup> through October 31<sup>st</sup>), that employee is eligible to receive one (1) additional vacation day to be taken during the following calendar year.

If an employee who has accumulated the maximum of 250 sick days utilizes no sick time during a year (counted from November 1<sup>st</sup> through October

31<sup>st</sup>), that employee is eligible to receive three (3) additional vacation days to be taken in the following calendar year.

If an employee-who has accumulated the maximum of 250 sick days-utilizes some sick time but less than four (4) days during a year (counted from November 1<sup>st</sup> through October 31<sup>st</sup>), that employee is eligible to receive two (2) additional vacation days to be taken in the following calendar year.

OR the employee may opt for the

Town of Danvers Sick Leave Incentive Program (as of January, 2001)

The employee qualifies for sick leave incentive if he or she has used fewer than four (4) days during the latest year (counted from November 1<sup>st</sup> through October 31<sup>st</sup>). Final determination as to eligibility will be made by the office of Human Resources. Payment to eligible persons will be made in December.

Employees may opt to redeem four (4) sick days for the cash incentive payment for which they qualify.

For Zero (0) Sick Days Used	\$475
For One (1) Sick Day Used	375
For Two (2) Sick Days Used	325
For Three (3) Sick Days Used	300
For Four (4) Sick Days Used	275

They may also opt to redeem the four (4) sick days and have the entire incentive payment contributed by the Town directly into the Town's Deferred Compensation Program, i.e., ICMA (RC) Retirement Corporation.

Maternity Leave

In accordance with General Laws c.149, s.105D and 804, Code of Massachusetts Regulations 8.0, a female employee who has completed her

Probationary period shall be entitled to a leave not exceeding eight weeks for the purpose of giving birth or for adopting a child under the age of 18, or under 23, if the child is mentally or physically handicapped. In order to be eligible for leave under this section, the employee is required to give two weeks notice in advance of the anticipated date of departure, stating her intention to return and the anticipated date of return. Upon her return to work, the employee is entitled to be restored to her previous position and to the length of service credit and seniority earned as of the date of her leave. Leave under this section shall be unpaid, unless the employee is eligible to apply other leave, such as sick leave or vacation, to which she is entitled. Any leave taken under this section shall be deemed leave taken under the provisions of Family and Medical Leave.

#### Personal Necessity Leave

Each benefitted employee is allowed up to three (3) personal days during a calendar year. Employees must notify the Assistant Director that they are taking personal time. Personal time may not be taken in less than three hour segments.

#### Funeral Leave

In the event of a death in the immediate family, a benefitted employee will be entitled to up to three (3) WORKING DAYS OF FUNERAL LEAVE.

Funeral time is to be taken at or around the death or service.

The phrase "immediate family" means an employee's spouse, children, step-children, grandchildren, parents, grandparents, or parents-in-law, brothers, or sisters or any person residing within the employee's household at the time of the death or the hospitalization.

An employee shall be entitled to receive one (1) working day in the event of the death of a brother-in-law, sister-in-law, aunt, uncle, niece or nephew.

Additional time of up to two (2) days may be granted if unusual circumstances exist.

## Leave Of Absence

An employee may take up to one week leave without pay for any reason. Such leave should be approved by the Assistant Director. Leave beyond one week may be granted for maternity, adoption, illness, travel or graduate education and/or work experience that would benefit the Library. All leaves without pay, except military, are considered individually and must be approved by the Director and Board of Trustees. Such leaves shall not exceed one year and must be submitted to the Director in writing at least one month before the leave is to begin.

For leave exceeding 30 calendar days, every effort will be made to fill a vacated position for the period of the leave only. Employees on leave without pay are not eligible to accrue vacation, sick leave or holiday time. Employees may make arrangements to pay the full dental and health insurance premium in advance so as to maintain insurance coverage during their leave.

## Military Leave

All permanent full-time and part-time employees who are members of the ready reserve of the armed forces shall be granted leave not exceeding seventeen (17) days per calendar year in order to receive military training. At least sixty(60) days prior to departure, employees shall provide notice of the date of departure and date of return and shall provide confirmation of the satisfactory completion of such training upon his or her return to work.

Absence from work for military training as provided in this section shall not affect the employee's right to receive normal vacation, sick leave or other employment benefits.

Employees will be eligible to receive the difference between their regular wages or salary and military pay for no more than fifteen (15) working days per calendar year.

### Jury Duty And Court Proceedings

Employees are required to serve on juries when called. No reduction of an employee's salary shall be made for absence from work resulting from jury duty. Proof of call to jury duty should be shown to the Assistant Director before taking leave. Proof of jury service and checks issued to the employee by the Commonwealth of Massachusetts must be submitted to the Accounting Department at Town Hall.

### Attendance At Professional Meetings

It is the Library's philosophy that attendance at professional meetings is a benefit to the employee and to the Library. Time for attendance at such meetings can be allowed, as scheduling permits, for any full or part-time employee whose job relates to the meeting or conference, or who could benefit from training or development as presented. The employee may request funding for registration and mileage compensation, available through a Trustees' account.

# Professional Development Committee Guidelines

## Peabody Institute Library of Danvers

The goal of funds administered by the Trustees through their Professional Development Committee is to allow staff members to pursue courses useful to their responsibilities at the Library. The intention of these funds is not to pursue an advanced degree in and of itself.

1. The Professional Development Committee is comprised of three members from the Board of Trustees and two members selected from the Library Staff. Each member has one vote. If a staff member sitting on the Committee requests funding, that person should not vote on his/her own behalf. Staff members are chosen at random from those who voice an interest in sitting on the Committee. The term of office is two years.
2. Funds appropriated to the Committee shall be budgeted in two halves per fiscal year, so that money is not depleted in the first portion of the fiscal year.
3. Money is available to all staff members working a minimum of 15 hours per week. Funds may be used for workshops, seminars, or courses which would increase the capability of the staff member to perform his/her current job responsibilities.
4. Each staff member is limited to one request per half year, and up to 20% of the total money allotted per fiscal year. However, other requests would take priority over a second request by the same person in the same fiscal year.
5. Time for workshops or seminars shall be granted a part of a staff member's regular work day, or compensatory time will be allowed if a session is attended on a day off. A part-time staff member may add the hours to his/her time slip.
6. Courses are to be attended on the staff member's own time. Prior approval for funding is required. The staff member will be reimbursed the approved tuition amount upon verified completion of the course.
7. A unanimous vote by the Committee members is required for reconsideration of a stated policy. These will be considered on a case by case basis.
8. Funding for professional association meetings and training required by the online computer network, a capital outlay, or a change in job responsibilities, shall be provided within Library funding, apart from monies governed by the Committee.

# Education Policy Regarding Pursuit of MLS

## Peabody Institute Library of Danvers

### Introduction:

In the FY 1993 Library Trustee Budget, the Trustees created a line-item of \$1,000 for the purpose of education. These funds are not to be confused with the funds listed as funds for professional development. In the Introduction to the “Professional Development Guidelines,” it states that “the goal of funds administered by the Trustees through their Professional Development Committee is to allow staff members to pursue courses useful to their responsibilities at the library. The intention of these funds is not to pursue an advanced degree in and of itself.”

The purpose of the Education Account is quite different. This account is to be used to assist staff, employed by the Library, who are enrolled in a Masters Degree Program certified by the American Library Association. These funds are also administered by the Trustees through their Professional Development Committee. It is the hope of the Committee that these funds can accumulate from one year to the next so that they may provide a stable account for professional educational purposes.

1. A staff member may apply to the Board of Trustees for funding from the Education Account if that staff member is enrolled in a degree program at a library school certified by the American Library Association. The staff member has to be in the employ of the library for 12 months prior to making a formal application. The staff member must have received a satisfactory performance appraisal prior to applying for funds.
2. Each application is reviewed on an individual basis by the Professional Development Committee and is presented to the entire Board of Trustees at a regularly scheduled Board Meeting for a formal vote.
3. The Trustees will not pay more than 50% of a course at an accredited library school.
4. Staff members working less than full-time are eligible for funds on a pro-rated basis. Example: 19 hours would mean that not more than 25% of a course would be paid for.
5. Funds may only be distributed upon successful completion of a course. Staff members must present a transcript proving that the course has been satisfactorily completed. A staff member must receive a **B** or better on a course for library funds to be used to pay for the course.
6. When a staff member requests funding from the Committee, preference will be given to the qualified applicant who has not received funding in the past.
7. If more than one qualified applicant applies at a time, the Committee reserves the right to decide how the funds are to be expended.
8. The Committee can, if necessary, deny funding if financial constraints on the library do not allow for proper funding of this account.

9. The Library will, when possible, adjust and revise work schedules to accommodate a class schedule.
10. The Library will not allow the employee to take Library School courses as part of their work day. All employees are expected to work their normally scheduled hours. If a reduction of hours is requested, it will have a pro-rated effect on the employee's salary.
11. If a staff member is a member of the Professional Development Committee and is applying for funds for himself/herself, the staff member will be required to withdraw from any committee discussions on this issue.

Voted by Board of Trustees  
3/17/1993

# Family and Medical Leave Act of 1993

## Town of Danvers

It is the policy of the Town of Danvers to allow employees to take Family and Medical leaves, with management approval according to the guidelines stipulated below.

In brief, the Act requires employers to provide its eligible employees with a total of 12 weeks leave during any 12 month period, for one or more of the following reasons:

1. The birth of a child and to care for the child or the adoption of a child under 18 (or over 18, if the child has a physical or mental disability and is unable to care for itself) and to care for that child.
2. A serious health condition which prevents the employee from performing the functions of his job.
3. To care for a child, parent, or spouse that has a serious health condition. Child is defined as including biological, adopted or foster children, stepchildren or child of a person with legal guardianship or who has day-to-day responsibility to care for and financially support a child, even if there is no biological or legal relationship. Parents include biological or adopted parents, persons who acted like parents when the employee was growing up.

### What employees are covered?

Eligible employees are those who have worked at least 1,250 hours for the employer during the 12 month period preceding the commencement of leave and have been employed by the employer from whom they are requesting leave for at least 12 months prior to the date the leave commences. The 12 month employment requirement need not be consecutive – that is, the employee need only have worked at total of 12 months in any period, as long as the 1250 hour requirement is also met. Also, if any employee works for any part of a week, that will be counted as a whole week for purposes of determining whether the employee has worked at least 12 months (or 52 weeks) for the employer.

### What serious health conditions are covered?

A serious health condition is an illness, injury or impairment or physical or mental condition that involves in-patient care in a hospital or other medical care facility or at least two visits to or by a health care provider, or at least one treatment under the supervision of the health care provider.

If the employee is seeking leave for his or her own serious condition, the condition must render the employee unable to perform the functions of his or her job, in order for the employee to be eligible for leave under this provision. The regulations indicate that this is to be interpreted as in the *Americans with Disabilities Act*, that is, the employee must be unable to work at all or perform the essential functions of the job.

Is pregnancy considered to be a “serious health condition”?

Yes, if it prevents the employee from performing the functions of her job, and thus, employers may be required under the Act to provide time off for their pregnant employees during the course of their pregnancy, as well as after.

If leave is taken for the birth of a child, or for placement of a child for adoption or foster care, when must the leave be concluded?

An employee’s entitlement to FAMLA leave for birth or placement of a child expires 12 months after the birth or placement.

Are only women entitled to take leave for the birth or adoption of a child?

No. The Act entitles either parent to take such leave.

Does the Act require paid leaves of absence?

Not unless paid leave is already provided for under existing employment policies. Nothing in the Act requires an employer to provide paid sick leave or such leave. However, if the employee requests FAMLA leave for a condition which would ordinarily be covered under one of the employer’s leave policies, the employer requires. Note also that an employer may never prevent an employee for substituting paid vacation leave for any FAMLA leave which would otherwise be unpaid.

Can employers request proof regarding the necessity of the leave?

Yes. In the case of an employee seeking leave for his or her own medical condition, or for the care of a relative, an employer may request that the nature of the illness, its expected duration and that the employee is unable to perform the functions of his or her position as a result of the condition or that the employee is needed to care for the child, spouse or parent. (A copy of an optional medical certification form prepared by the Department of Labor is attached.)

Upon the employee’s return to work for a leave of absence taken for any of the aforementioned reasons, the employer must restore that employee to the same position, or an equivalent position with equivalent terms and conditions of employment. (There is a limited exception in this regard for certain highly compensated employees.)

PLEASE contact the Human Resources office for more specific information regarding the Town’s FAMLA policy.

**CORI**  
2/1/06

Appendix  
Personnel Code  
Peabody Institute Library  
2005

The Peabody Institute Library will perform a *CORI* (criminal offender record information) check on each new employee. During the interview process the candidate will be informed that this procedure is a library requirement.

“CORI is the shorthand nickname for “criminal offender record information,” the body of Massachusetts criminal records information which is kept by the state in the Probation Central File, data from which is retrieved by a computer at the headquarters of, and presided over by, the Criminal History Systems Board (CHSB), 200 Arlington St., Chelsea, MA 02150.

CORI consists of information generated by the criminal justice system relating to one or more criminal charges (which are formal accusations) of crimes punishable by incarceration. CORI might best be described as “way station” information on the history of each criminal case, from arrest, through court proceedings and non-guilty outcome or guilty outcome, which might include a fine, probation, incarceration, discharge, parole and discharge from parole – whatever happens to be applicable to each charge. That is how CORI is defined in the statute.” (General Laws, Chapter 6, Section 167)

Ernest Winsor, Esq.  
Mass. Law Reform Institute  
99 Chauncy St. 500  
Boston, MA 02111  
617-357-0700 X 330  
[Ewinsor@MLRI.org](mailto:Ewinsor@MLRI.org)

Adopted by the Trustees  
March 15, 2006

