

NASHUA PUBLIC LIBRARY
SECTION 7.1
STAFF DEVELOPMENT POLICY

BOARD APPROVED: 9-14-16
REVIEWED: _____
REVISED: _____

The Nashua Public Library Board recognizes that continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The board encourages the development of each employee to their fullest potential.

All employees are required to attend staff meetings as scheduled by the director. Staff may also be required to attend information/education meetings sponsored by the region or state library. Expenses for out of town meetings will be paid by the library. Compensation for time spent in travel to out of town meetings is covered by federal law as follows:

If an employee is given a one day assignment in another city, which does not require an overnight stay, all the time spent traveling between cities is counted as "hours worked."

NASHUA PUBLIC LIBRARY
SECTION 7.2
PERSONNEL POLICY

BOARD APPROVED: 9-14-16
REVIEWED: 9-12-18
REVISED:

HOLIDAYS

Holidays Observed

The Library will observe the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day

Veteran's Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

If a holiday enumerated in this section falls on a Friday or a Saturday, the preceding Thursday shall be granted and if a holiday enumerated in this section falls on a Sunday, the following Monday shall be granted.

Pay For Holidays Not Worked

Regular full-time employees who do not work on a holiday listed above will receive "holiday pay" computed at one time their hourly wage rate times the number of hours the employee would have worked had the day not been a holiday (benefit day). "Holiday pay" is the amount a regular full-time employee would have received for working on the holiday, not an amount in addition to regular pay.

Regular part-time employees who do not work on a holiday listed above will receive "holiday pay" computed at one time their hourly wage rate times the number of hours the employee would have worked had the day not been a holiday (benefit day). "Holiday pay" is the amount a regular part-time employee would have received for working on the holiday, not an amount in addition to regular pay.

Pay For Holidays Worked

Depending on the services provided by your department, you may be required to work on a holiday. Regular full-time and regular part-time employees, who work on a holiday will receive time and one-half the employee's hourly wage rate for hours worked on the holiday and holiday pay, as described above.

Holiday Schedule

The Library Director will annually post a schedule of observed Holidays for the calendar year.

Eligibility for Holiday Pay

To be eligible for holiday pay, you must work your regularly scheduled hours, or be on approved paid leave, the workday preceding and the workday following the holiday. Regular full-time and regular part-time employees shall be eligible for all provisions noted in this section during their orientation period.

Excused Absence Before or After Holiday

If you are absent due to illness or jury service on the day before or after a holiday, you must present proof of illness or jury service satisfactory to the Library Director or, if the employee is the Director, to the Library Board in order to be eligible for holiday pay.

Holidays During Paid Leave

If a holiday falls during your vacation or any period of approved paid leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or other accumulated paid leave.

Holidays During Unpaid Leave

Employees on an unpaid leave of absence at the time a holiday occurs will not be paid for the holiday.

VACATION

Eligibility

Regular full-time and regular part-time employees who are actively employed are eligible for paid vacation (benefit days), based upon their anniversary dates of hire according to the following schedule:

Length of Continuous Service

Vacation

1 Year	5 working days
2 Years	10 working days
5 Years	12 working days
8 Years	13 working days
10 Years	15 working days
11 Years	16 working days
12 Years	17 working days
13 Years	18 working days
14 Years	19 working days
15 Years	20 working days

For purposes of this policy, "length of continuous service" shall mean an employee's length of continuous service with the Library since the employee's most recent date of hire.

Scheduling Vacation

Vacations may be taken as weekly periods, as individual days, or in periods of one-half (1/2) days as long as the increments chosen meet with departmental approval. Vacation requests must be submitted in writing to the Library Director or, if the Director is unavailable, the President of the Library Board. Requests for five (5) or more days of vacation must be submitted at least ten (10) calendar days before the start of your vacation. Request for less than five (5) days must be submitted at least twenty-four (24) hours before the start of your vacation. Vacation preferences are subject to staffing requirements as determined by the Library.

Carryover

All vacation must be taken in the anniversary year following the anniversary year in which it is earned. There is no carryover of unused vacation from one year to the next. If you do not use your vacation for the year, it is forfeited and unpaid. Exceptions may be made if the employee has been asked by the Director to defer his/her vacation and if such exceptions are approved by the Library Board.

Vacation Pay Upon Termination

If your employment with the Library is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is terminated for any reason after your first year of service, you will be paid for unused earned and accrued vacation.

Accrual of Vacation During Unpaid Leaves

Vacation will not accrue during unpaid leaves of absence of thirty calendar days or longer. Upon return to paid status, the employee's anniversary date, for purposes of vacation calculation, will be adjusted to reflect the unpaid leave of absence. For example, if an employee's anniversary date is May 1 and he/she takes a sixty (60) day unpaid leave of absence, his/her anniversary date for vacation calculation would be moved to July 1.

SICK LEAVE

Eligibility and Accrual

Full-time regular employees shall accumulate paid sick leave at the rate of four (4) hours per month up to a maximum accumulation of four hundred and eighty (480) hours.

Part-time regular employees shall accumulate paid sick leave at the rate of two (2) hours per month up to a maximum accumulation of two hundred and forty (240) hours.

All full-time regular employees working for the Library as of January 1, 1998, shall be given a one-time credit of one hundred and sixty (160) sick leave hours upon adoption of these policies.

All part-time regular employees working for the Library as of January 1, 1998, shall be given a one-time credit of eighty (80) sick leave hours upon adoption of these policies.

Sick leave does not accrue during any unpaid leave of absence in excess of thirty (30) days.

Use of Sick Leave

After completing the initial orientation period of ninety (90) days, you are eligible to use sick leave for any illness, injury, or temporary disability, including pregnancy, that prevents you from performing your job duties. Sick leave may also be used for Doctor or Dental appointments or to care for a member of the employee's household who is ill or temporarily disabled.

An employee may not use more hours of sick leave than the number of hours they were scheduled to work on the day sick leave is used. Further, an employee may not use more sick leave hours than what they have earned. Hours used in excess of an employee's accumulation will be unpaid or may be deducted from vacation or other earned leave.

Approval of Sick Pay

Pay for absences is not automatic, but is at the discretion of the Employer. To be eligible for sick pay for absences of less than 5 days, the employee may be required to submit competent proof of the necessity for the absence. For absences of 5 days or longer, sick pay will be at the Employer's discretion based on a review of a physician's note.

Notification of Illness

In the event that you must use sick leave, you must notify your Library Director at least one (1) hour before your scheduled reporting time, and indicate the nature of the illness and the expected duration of your absence.

Holidays During Sick Leave

If a holiday falls while you are on a paid sick leave day, you will be paid holiday pay the day will not be deducted from your accumulated sick leave.

Abuse of Sick Leave

If sick leave appears to be abused the employer may require the employee to submit competent proof of the necessity for such absence. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

Conversion of Sick Leave Upon Termination

You will not be paid for any unused accumulated sick leave should your employment relationship with the Library be terminated for any reason.

Work-Related Injuries

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' comp insurance. The amount and duration of benefits payable depend on the nature of your injury or illness. If you are injured on the job, you must notify the Library Director or the President of the Library Board immediately. Within twenty-four (24) hours of the injury, you or the Library Director must report the injury to the City Clerk so that injury reports required by state law can be completed.

Employees eligible for paid sick leave may use sick leave for periods of time not covered by workers' compensation and to supplement the difference between the worker's comp benefits and the employee's regular pay. If you elect to do so, the Library will pay you for the difference between the regular take home pay you would have received had you continued working and the amount of your worker's compensation payment.

FAMILY AND MEDICAL LEAVE

MILITARY LEAVE

The Nashua Library is covered by the Family and Medical Leave Act of 1993. However, as the Library has fewer than fifty (50) employees, none of its employees are eligible for FMLA leave.

MILITARY LEAVE

Leaves Available

The Library will grant leaves of absence for military service to regular full-time and regular part-time employees in accordance with applicable state and federal law. A full-time or part-time regular employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. You are entitled to one period of paid leave for military service per fiscal year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the Library's policies on vacation, personal days, or unpaid leave, and with applicable state and federal law.

Reemployment Rights - Eligibility

Your eligibility for reemployment with the Library after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the Library for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:

For service of less than 30 days you must report to work by the beginning of your first regularly scheduled work day that would fall eight hours after you return home.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

Continuation of Benefits During Military Service

Employees on leave for military service and any of their dependents entitled to coverage under the Library's health insurance plan are entitled to coverage as follows:

1. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.

2.

An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the Library's health insurance plan for up to 18 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The Library may require the employee to pay up to 102% of the premium.

BEREAVEMENT LEAVE

A regular full-time employee or regular part-time employee, including new employees during their orientation period, will be granted a leave with pay in the event of a death in the family according to the following guidelines:

Up to five (5) benefit days in the event of the death of the employee's spouse, child or step-child;

Up to three (3) benefit days in the event of the death of the employee's mother, father, step-mother, step-father, mother-in-law, father-in-law, sister, brother, step-sister, step-brother, son-in-law, daughter-in-law or grandchild;

Up to one (1) benefit day in the event of the death of the employee's grandparent, step-grandparent, brother-in-law, or sister-in-law.

All relatives stated above refer to those who are related by blood or marriage.

Payment will be made only for those days in which you would have worked. If a death in your family occurs, please notify the Library Director or, if the Director is unavailable, the President of the Library Board as to the expected length of your absence.

Any employee may request an unpaid leave to attend the funeral of a relative or friend, subject to the approval of the Library Director or President of the Library Board.

JURY AND WITNESS DUTY

All employees required to report for jury duty during the employee's scheduled work hours shall receive a paid leave of absence for the time spent on jury duty. Paid leave shall not compensate the employee for more hours than he/she was scheduled to work.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may be eligible for an unpaid leave of absence under Section 4.9 of this handbook.

Hours spent by any employee appearing as a witness in any job-related legal proceeding at the direction of the Library shall be considered to be worktime.

All employees summoned to jury duty will submit a copy of the summons to the Library Director within two working days after receiving the summons. All employees on jury duty are expected to promptly return to work when released from service, either temporarily or permanently, if any of their regularly scheduled workshift remains.

When leave for jury duty is paid leave, the Library will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the Library.

VOTING LEAVE

The Library encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to the Library Director as soon as possible before the election for paid time off of up to three hours to vote. The Library Director will designate and notify you of the time you will be allowed to vote.