

Mount Olive Township Free Public Library
Personnel Policy and Procedures Manual

Adopted by the
Mount Olive Township Free Public Library Board of Trustees
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SECTION I: General Personnel Policy Statements

A. Statement of Disclaimer

This manual is intended to inform employees of the Mount Olive Township Library about the Library's personnel policies, procedures, working conditions, and benefits programs. This Manual does not either constitute an employment contract or a promise of any kind by the Library to an employee, either directly or indirectly. The Library reserves the right to revise, add to, substitute, modify, revoke, terminate, change, or delete any or all policies and procedures described in this Manual, in whole or in part, at any time with or without prior notice.

Unless otherwise provided by Statute; Ordinance; individual contract; or collective bargaining agreement, employees of the Library are "at-will employees," which means that they serve at the pleasure of the library, subject to those restrictions imposed by law.

Both the Library and its employees retain the right to terminate the employment relationship at any time, and for any reason, with or without prior notice. Further, no Library representative, other than the Board of Trustees, has either the power or the authority to enter into any agreement for employment for any specified length of time or to make any representations or agreements contrary to the foregoing, unless that agreement is in writing signed by the Board of Trustees.

Employees of the Mount Olive Free Public Library subject to the provisions of a collectively negotiated employment contract shall be subject to the provisions of the *Personnel Policy and Procedures Manual* provided that in instances where both the negotiated contract and the *Personnel Policy and Procedures Manual* have specific conflicting statements/requirements, the wording of the negotiated contract shall take precedence.

Nothing in this Manual is intended to waive, abrogate, or in any way diminish the immunities conferred upon the Library pursuant to the New Jersey Tort Act (N.J.S.A. 526:2-1).

B. Introduction

The Mount Olive Township Public Library strives to provide all residents of Mount Olive Township with quality Library services through its collection of materials and resources delivered by a dedicated staff and overseen by a Board Of Trustees. The Library serves as the informational, educational, cultural, and recreational resource of the Township. The Library fosters and promotes lifelong involvement in the pleasure of reading for all.

The library exists for the benefit of the citizens of Mount Olive Township, and the first duty of the Library is service to the public. Every member of the library staff is a public

relations agent for the Library and has an instrumental part to play in developing and maintaining good public relations. Library employees are obligated to provide cordial, efficient, and equitable customer service to all. Courtesy, flexibility, and a service-oriented attitude are essential for every staff member.

Continuity of employment and personnel actions shall be subject to good behavior, satisfactory performance of work, necessity for the performance of work, ability, experience, character, integrity, attitude, interest, personality, and availability of funds. The Mount Olive Township Public Library shall make the best possible use of employee skills and ability; in order to have each job performed by the person best qualified to do so.

This manual describes some of guidelines and outlines policies, programs, and benefits available to eligible employees. Any specific questions should be referred to the Library Director.

This Manual shall be provided to current and new employees of the Library for which it is designed. The designated current as well as new employees for whom this Manual covers will receive a copy of this Manual. These designated employees should familiarize themselves with the contents of this Manual, for it answers many questions about employment with the Library. Each current and new employee will be required to sign a form acknowledging the receipt of the Manual. By signing the Acknowledgement Form, current and new employees also acknowledge that they have read the Disclaimer Statement on page three (3) of this Manual and that they understand the meaning of the Disclaimer Statement.

C. Library Board of Trustees

The Board of Trustees of the Free Public Library of Mount Olive, Inc., hereinafter referred to as the Board, exists by virtue of the provisions of the relevant provisions of the New Jersey Statutes Annotated [N.J.S.A. 40:54] and is a duly incorporated body under the name of "The Trustees of the Free Public Library of Mount Olive, Inc." The Board of Trustees was incorporated on May 18, 1986. The Board of Trustees exercises its powers and authority and assumes the responsibilities delegated to it under said statute.

The purpose of the Board of Trustees is to provide public library services to all residents of the Mount Olive Township in accordance with New Jersey State Laws; regulations of the State Library; and local ordinances.

The Library Board of Trustees is the governing and policy-making body of the Library. The Library Board of Trustees is responsible for the use of the library building and property, for personnel policies, and for the preparation and control of the budget.

According to State Law, the Board consists of seven members. The Mayor along with the advice and consent of the Township Council appoints five members each serving a five-year term. The five-year term of these appointed and approved members shall be

staggered. The Mayor and the Superintendent of Schools also sit on the Board and may be represented by an alternate. The Mayor's representative shall be appointed by the Mayor and approved by the Town Council for a term of five years. The Superintendent's representative shall be appointed by the Superintendent of Schools and approved by the Town Council for a term of five years. These appointed citizens serve without compensation and represent a wide range of talents and experience.

Board meetings are normally scheduled for the second Tuesday of each month at 6:30PM, except if that specific date constitutes a holiday whether federal or religious. These specified meeting are held in the conference room of the administrative offices. The monthly dates for these meetings are determined at the Board of Trustees' reorganizational meeting held in the month of January of each year. These meetings are conducted according to the Sunshine Law.

D. Management Rights

The Library hereby retains and reserves unto itself and without limitation all powers, rights, authority, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey and of the United States, including but not limited to, the following rights:

1. To manage and control the affairs of the Library and its properties and facilities and the activities of its employees.
2. To hire all employees subject to the provisions of law, to determine their qualifications, to regulate standard of performance, to govern conditions for continued employment or assignment, and to promote and/or transfer employees.
3. To lay off, suspend, demote, discharge or take other disciplinary action for good and just cause according to law.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Library; the adoption of policies, rules, regulations, and practices in furtherance thereof, and use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof in conformance with the Constitution and Laws of New Jersey and of the United States.

E. Compliance with the Laws

The Mount Olive Township Public Library complies with all State and Federal wage and hour laws, such as the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Public Employee Occupational Safety and Health Act, the New Jersey's Workers' Compensation Act, State Unemployment laws, the New Jersey Family Leave Act, the Federal Family Medical Leave Act, the New Jersey Local Public Contracts Law,

State and Federal anti-discrimination laws, State and Federal Environmental laws, and all other applicable State and Federal Laws.

If an employee believes that an action of the Library violates State and Federal law, the employee has an obligation to bring the alleged to the attention of the Library Director.

SECTION II: Policies Relating to Employment Rights and Obligations

A. Equal Employment Opportunity Policy

The Library is an equal opportunity employer and complies with the Civil Rights Act of 1964, all State and Federal regulations governing Affirmative Action and equal employment opportunity and provisions of the Federal Americans with Disabilities Act of 1990.

The Library is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The Library ensures equal employment opportunity and all personnel decisions without regard to race, color, creed, national origin, ancestry, political affiliation, religion, sex, age, sexual preference, handicap, marital status, service in the armed forces or the presence of a non-job related medical condition or disability, or any other legally protected class under the New Jersey or Federal anti-discrimination statutes.

This policy shall apply to all phases of employment, including recruitment, selection, appointment, placement, promotion, demotion, transfer, training, salaries and wages, benefits, working conditions, lay-off and reductions in force, recall, disciplinary and dismissal actions, job performance evaluations, and the utilization, accessibility, and accommodation of all facilities within the Library.

B. Affirmative Action Policy

The library advocates and supports compliance with all Federal and State laws and regulations governing Affirmative Action and which prohibits discrimination in the delivery of government services, programs, or activities, including employment practices and access and accommodation to municipal facilities. The Library Director is designated as the Public Agency Compliance Officer (PACO) as it relates to the monitoring and compliance of all public contracts pertaining to State and Federal Affirmative Action Regulations. In addition, the Library Director has been designated as the appropriate official in implementing, coordinating, and monitoring compliance with Title I as it pertains to equal employment opportunity, and Subtitle A of Title II, in the administration of the American Disabilities Act of 1990.

C. Anti-Discrimination Policy

The Mount Olive Public Library shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age,

disability, pregnancy, national origin, parental status, veteran status, domestic violence victim status, political affiliation, sex, predisposing genetic characteristics, and any other status protected by law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, The Mount Olive Public Library will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, stakeholders, and agents at The Mount Olive Public Library will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

D. American with Disabilities Act Policy

It is the policy of the Library to comply with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 and the New Jersey Law Against Discrimination. The Library will not discriminate against any qualified employee or job applicant on the basis of a known disability. The Library will endeavor to make the work environment handicap accessible. The Library will make reasonable accommodations to known disabilities or handicaps of all employees and applicants, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Library or other staff members.

The Library Director will initiate a dialogue with disabled employees and prospective employees to identify reasonable accommodations. The Library Director will make all decisions with regard to reasonable accommodation. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Library to offer permanent "light duty," relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

E. Nepotism Policy

Immediate relatives of staff or Trustees will not be hired, promoted, or transferred to a regular full time or part time position where:

- One relative would have the authority to appoint, remove, discipline, or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or perceived conflict of interest.

For purposes of this policy, "immediate relative" includes spouse, domestic partner, significant other, child, parent, stepchild, sibling, grandparent, daughter-in-law, son-in-law, grandchild, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

F. Recruitment and Appointment

The authority and responsibility for the selection and appointment of the Library Director rests with the Board of Trustees (hereafter referred to as “the Board”). The Director recruits and recommends to the Board all other individuals to be hired. All hiring is done in compliance with the Library’s Equal Employment Opportunity Policy.

Resumes and applications for full-time positions will be accepted in response to advertisements posted by the Library on its webpage, Facebook page, Library bulletin boards, on library listservs, in one or both of the official newspapers, and in other places the Director or Board of Trustees deem appropriate. Unsolicited resumes and applications will not be retained.

Resumes and applications for part-time positions will be continuously accepted. They will be kept on file for one year and then discarded. Applicants may resubmit a resume or application.

When a part-time position is open, the Library will review any applications on file that are less than a year old. At the Director's discretion, the Library may also choose to advertise the position on its webpage, Facebook page, Library bulletin boards, on library listservs, in one or both of the official newspapers, and in other places the Director or Board of Trustees deem appropriate, at any time in the search, if it desires to increase the pool of applicants. Candidates will be invited to interview from the pool of applicants of resumes and applications on file and those received in response to the advertisement.

Resumes and applications received in response to an advertisement will also be kept on file for one year and applicants may be reconsidered and invited to interview in the event of a similar part-time opening.

G. Orientation of New Employees

An orientation, including review of the Personnel and Administrative Policy Manuals, will be provided to all employees.

H. Probationary Period

All new employees are considered to be on probation for the first three (3) months of employment. During this period the performance of the new staff member will be under careful supervision by designated supervisory personnel. The Library may terminate employment during the probationary period without advance notice or right of appeal. Probation may be extended at the discretion of the Library Director.

I. Telephone and Internet Policy

All Library employees are to abide by *The Mount Olive Public Library's Use of Library Equipment Policy for Staff Members* that the Library Board of Trustees approved and adopted on October 18, 2016, which delineates the usage of Library telephones, personal cell phones, access to the Internet and email. .

Access to the Internet and email is provided to Library employees for the benefit of the Library and its patrons. Employees are responsible for using Library computer systems in a productive manner. Use of the Internet must not disrupt the operation of the Library network and must not interfere with employee productivity. Employees are responsible for the content of all text, audio, or images that they transmit via the Internet. Library employees have no right to privacy when they use the Library's telecommunication equipment/system.

J. Drugs and Alcohol Policy

No library employee is permitted to be under the influence of alcohol or illegal drugs during work time. The Library's intent, through this policy, is to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

Possessing, distributing, transferring, purchasing, selling, using, or being under the influence of alcoholic beverages or illegal drugs while on the Library's property, while attending business-related matters, while on duty, or while operating a vehicle or machine leased or owned by the Library may lead to disciplinary action, up to and including termination.

Controlled substances generally refer to all forms of narcotics, depressants, stimulants, hallucinogens and other drugs including marijuana, whose use, possession, distribution, transportation, sale, purchase or transfer is prohibited by law.

If an employee is found under the influence of alcohol or an illegal drug during work time, the employee will be subject to disciplinary action, up to and including immediate dismissal. The Library Director, who will keep the Board of Trustees informed, will evaluate each incident.

Physician-prescribed medications are permitted, provided that these medicines do not adversely affect job performance or the safety of the employee or other individuals in the work place.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor or the Director. All such reports will be kept confidential and will be maintained by the Director, in a private file separate from the employee's personnel file.

If the Library suspects an employee of being under the influence of alcohol or any illegal drugs or controlled substances during the work day, the Library may, based upon this reasonable suspicion, compel the employee to undergo a substance abuse screening at the Library's expense. The time, method, and location of the screening will be determined at the Library's sole discretion.

The Library recognizes that employees may wish to seek professional assistance in overcoming drug and/or alcohol problems. Please contact the Library Director, the person designated by the Township of Mount Olive for coordinating health insurance benefits or the medical insurance provider directly for more information about the benefits potentially available under the employee medical benefit plans and any possible referral sources.

K. Anti-Harassment Policy

The Mount Olive Public Library is committed to providing a work environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, who creates an intimidating, hostile, or humiliating work environment for that person, violates The Mount Olive Public Library's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristic will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with The Mount Olive Public Library as a result of bringing complaints of harassment.

L. Anti-Sexual Harassment Policy

The Mount Olive Public Library's Sexual Harassment Policy stipulates that all employees have a right to a workplace free of all discrimination, including sexual discrimination. The Library strongly disapproves of sexual harassment of its employees in any form, and states that all employees at all levels of the library must not engage in sexual harassment and will be held responsible for insuring that this workplace is free of such harassment.

The Library specifically prohibits the following:

1. Unwelcome sexual advances;
2. Requests for sexual favors whether or not accompanied by promises or threats relating to employment; other verbal or physical conduct of a sexual nature made to an employee which states or suggests a connection between the response of the recipient of that conduct and that person's terms of employment with the Library;

3. Any verbal or physical conduct which has the purpose or effect of substantially interfering with another employee's ability to perform his/her job;
4. Any verbal or physical conduct that has the purpose or effect of creating an intimidating or hostile work environment; posting or circulating offensive or suggestive books, photos, cartoons, pictures, emails, texts, or any other digital or internet forms;
5. The transfer or retention of sexually explicit images or other materials on the Library computer system;
6. Comments about other individual's body;
7. And the use of offensive words directed at a specific gender, group or race.

Such conduct may result in disciplinary action up to and including dismissal.

Employees who have complaints of sexual harassment by anyone at work, including any supervisors, co-workers, or visitors, or who witness acts of sexual harassment committed against others are urged to immediately report such conduct to the Library Director or his/her designee to insure a prompt investigation.

An Employee(s) should bring the complaint to the attention of the Library Director. However, if doing so would, for whatever reason, make him/her or them uncomfortable, the employee(s) should bring the complaint to the attention of the Chairperson of the Board of Trustee Personnel Committee.

The Library will endeavor to investigate all complaints in a complete, impartial, and prompt manner. The Library's Attorney or other legal counsel will supervise all investigations, where circumstances so dictate.

The Library assures that it will make every effort to maintain the confidential nature of the information it gathers during a sexual harassment investigation.

However, because such an allegation of sexual harassment is a very serious matter for all concerned, and will not be taken lightly by this Library, should the Library learn that a complaint is not bona fide or that an employee has provided false information, that employee will be subject to discipline.

M. Worker's Compensation Policy

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income, and other compensation under the New Jersey Worker's Compensation Act. Any occupational injury or illness must be immediately reported to the Library Director. In the event of an accident or injury during working hours, the injured person should receive treatment from a doctor or go to the hospital emergency room immediately. A full written report must be prepared immediately by the attending physician(s) and submitted directly and expeditiously to the Library Director. A Worker's

Compensation Physician appointed by the joint insurance fund must perform medical treatment and payment for unauthorized medical treatment may not be covered pursuant to New Jersey Law.

N. Employee Safety Policy

It is the policy of the Library to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, and local law.

O. Health and Safety Procedure

In the event of unsafe conditions, the Library Director or his/her designee in collaboration with the President of the Library Board of Trustees or his/her designee may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Library Director or his/her designee in collaboration with the President of the Library Board of Trustees or his/her designee shall notify Department Heads if there is to be a delayed opening and a new opening time. Each Department will have a calling system in place to notify that department's employees. If the employee chooses not to report to work, a full vacation day or full personal day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day by the Library Director or his/her designee in collaboration with the President of the Library Board of Trustees or his/her designee, each affected employee shall be credited with an approved leave of absence for that day.

If weather conditions permit and unsafe/hazardous conditions have been remediated, the Library Director or his/her designee in collaboration with the President of the Library Board of Trustees or his/her designee may choose to reopen the library at any time up to but no later than 3:00PM. Employees assigned to work will be notified of these decisions as early as possible via phone chain, email, and text messaging. If the employee chooses not to report to work, a full vacation day or full personal day or compensating time will be charged. Sick time will only be charged for a legitimate illness.

Unless the Governor of the State of New Jersey declares a State of Emergency that includes an advisory for non-essential personnel to remain off the roadways, it would be expected that the Mount Olive Public Library building will be open for business. If the Governor of the State of New Jersey does declare such an emergency then an advisory message will be placed on the Library's website and the Departmental calling system will be implemented.

However, if on snow/ice days an employee feels conditions are too severe to drive to work the employee has the permission to utilize an accrued day (vacation, personal, sick) to be absent from work. Prior approval time will be waived in such instances. If no such accrued day exists for the employee choosing not to come to work under this proviso,

then said employee will be docked pay. Therefore, no employee covered under this policy will be disciplined in any way for remaining home due to safety concerns of operating a motor vehicle in severe inclement weather.

P. No Smoking Policy

In accordance with N.J.S.A. 26:3D-46, smoking in the Library is prohibited. Smoking outside of the library shall only be permitted at entrances and exit ways as designated by the Library's Board of Trustees.

Q. Whistleblower Policy

Under the "Conscientious Employee Protection Act (CEPA)," employees have the right to complain about any activity, policy, or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. In accordance with this law, an employee is protected against retaliation for the following:

1. Disclosing or threatening to disclose to a supervisor, manager, Trustee or any official or to a public body, any activity, policy or practice that the employee reasonably believes is in violation of a law, rule or regulation.
2. Providing information, testimony, or otherwise participating in any investigation by a public body relating to said violation
3. Objecting to or refusing to participate in any activity, policy or practice that the employee has reason to believe violates law, rule or regulation, is fraudulent or criminal, or otherwise is contrary to a clear mandate of public policy with regard to public health, safety or welfare.

Under the law, the employee must give the Library a reasonable opportunity to correct the activity, policy or practice. The administration of whistleblower complaints is not subject to the limitations of the Grievance Policy.

The Library, in compliance with law, will provide a copy of this policy to all employees annually and will post same for all employees to see.

R. Political Activity Policy

Employees must maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their duties and prohibited from using Library time, supplies or equipment in any political activity.

SECTION III: General Employment Procedures/Policies

A. Personal Integrity and Appearance

1. Personal Integrity means keeping absence to a minimum, coming to work on time, and giving the job one's very best effort. If any employee reports absence due to sickness, he/she must be too ill to come to work. Accruing sick time is a benefit to be used only for an employee's illness or disability. It is not to be considered an earned right for optional days off with pay for personal convenience.
2. A library patron's rights and property must be respected at all times.
3. Business-like and professional conduct is required at all times. Personal differences should never be discussed, nor patrons left waiting while internal disputes or discussions are settled. Visiting with friends, acquaintances, or any discussion of personal affairs should not be conducted while on duty.
4. Employees must endeavor to retain the respect and confidence of people in the community. Demonstrating that the patrons of the library deserve deference, courtesy, and attention whether that patron is entering or leaving the building should be upheld at all times.
5. Library employees are prohibited from soliciting, accepting a gift, or any thing of monetary value from any person whose interest may be affected by the employee's performance of his/her official duties. Acceptance of nominal gifts in keeping with special occasions, such as holidays, marriage, retirement, or illness; food or refreshments in the ordinary course of a business meeting or unsolicited advertising or promotional materials, e.g. pens, notepads, calendars of nominal intrinsic value, is permitted.
6. To the public, the Library staff represents the Library and should be dressed in a neat manner. It is expected that each employee will dress appropriately, maintaining a neat, well-groomed appearance at all times. The work assignment will determine which type of clothing is appropriate and the Library Director will keep staff informed of what is acceptable attire. If an employee is unsure whether something is appropriate to wear to work, check with his/her supervisor or the Director.

B. Hours of Work

The standard workweek for Full-Time employees is thirty-six (36) hours per week.

With the exception of Full Time staff, employees working 29 hours or less are considered part-time staff.

C. Time Reporting

Accurately recording time is the responsibility of every Library employee. It is important that the Library retain accurate timekeeping records in order to comply with Federal and State law. These records are the official records used to determine the employee's eligibility for pay benefits and to allow the Library to know when its employees are available to serve the public.

Each employee should accurately record the time he/she begins and end his/her work, as well as the beginning and the ending time of each meal period on the Timekeeping Form/Clock designated by the Library Director. Time worked is all the time actually spent on the job performing assigned duties.

Altering falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to sign his/her time records and to certify the accuracy of all time recorded. The Library Director or his/her designee will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modification are made to the time record, both the employee and the Library Director or his/her designee must verify the accuracy of the changes by initialing the time record.

Each hourly employee is required to submit a time sheet for any week ending Monday midnight. This sheet includes any absences or overtime that an employee has incurred during the pay period.

Overtime work must always be approved before it is performed.

All time sheets must be submitted to the Library Director or his/her designee for processing.

D. Attendance and Punctuality

Every employee is expected to be at his/her workstation, ready for work, at his/her scheduled starting time. In case of a discrepancy, a clock designated by the Library Director will be considered the official time.

Regular attendance and punctuality are the responsibility of each employee. An employee must notify the Library Director if he/she is going to be absent or late at least a half (1/2) hour before the start of the working day or the start of his/her shift. Unsatisfactory attendance, repeated tardiness, and abuse of sick leave privilege are causes or disciplinary action.

Reporting to work on time is an important factor for the proper operation of the Library. Employees are expected to be at their respective workstations on time. Any tardiness over five (5) minutes in reporting to the workstation and/or returning from lunch or a break may result in the issuance of a warning notice or other disciplinary action up to and including dismissal.

E. Evening and Weekend work

Employees may be asked, on short notice, to extend their scheduled shift, or to report at an unscheduled time, to work for a scheduled employee who is sick, or to provide coverage for other unplanned events. Employees should anticipate that this is an expected part of the job, and should advise the Library Director when there are personal circumstances that prohibit accepting specific additional unscheduled assignments.

F. General Housekeeping

All employees are expected to do their part in keeping the Library building clean, neat and organized. A staff room and kitchen are provided for breaks. Employees are responsible for cleaning up after themselves in common areas such as the break room and rest room.

G. Medical Examination of Employees

The Board may require a medical examination of any employee by a medical professional selected by the Library, and may require further periodic examinations when justified by business need and as allowed by law. The Library will pay for all medical examinations required. Upon receipt of the medical report, the Board may take such action as is necessary and appropriate with regard to the continued employment of said employee. Determination will be made on the basis of the medical information received and the impact upon the employee's ability to perform the essential functions of the job, with or without reasonable accommodation subject to applicable law.

H. Safety of Library Operations

It is the Library's policy to give every employee a safe and healthy place to work. Although each supervisor is essentially responsible for ensuring safe conditions in an employee's work area, the employee also plays a role in the program's success. Every employee should immediately report unsafe conditions, practices, and on-the-job accidents to one's supervisor.

The Library has basic first aid supplies located in each departmental office. In the event of illness or injury to a staff member or to a patron, the first step should be to immediately call 911 for the First Aid Squad. In addition, The Library Director must be immediately informed of all accidents or injuries and receive in written form what occurred with regard to all accidents or injuries within twenty-four (24) hours of the

incident by either the injured person, if possible, and/or by each employee who witnessed the accident or injury. The Director will notify the Board of Trustees and the township Administration.

Every employee should be familiar with both *The Mount Olive Public Library's Behavior, Medical, and Emergency Incident Policy* and *The Mount Olive Public Library Emergency Response and Procedure Facility Issues Policy* that have been established, approved, and adopted on October 18, 2016 by the Library Board of Trustees with respect to steps that must be taken in the event of an accident or an emergency.

I. Personnel Files – Reference and Access

The Library maintains a central file for the personnel records of each employee. Personnel files are the property of the Library and access to the information that the files contain is restricted. If possible, personnel files will contain: job applications, resumes, letters confirming employment, letters relating to work performance, performance evaluations, salary records, and other material specifically relating to an individual employee.

Generally, only the Library Director and the members of the Board of Trustees Personnel Committee are allowed to review the information in a personnel file. Other representatives of the Library who have a legitimate reason to review the information in a file will only be allowed to view the file with the permission of the Personnel Committee. With reasonable advance notice, and in accordance with local law, an employee may review material in his or her own file in the Library offices and in the presence of the individual appointed by the Library to maintain the file. The employee will be permitted to review his or her file pertaining to qualifications for employment, promotion, transfer, additional compensation, or disciplinary action. Others may be allowed to review a file only with the permission of the employee.

All requests for references, recommendations, or information concerning present or former employees must be referred to the Library Director.

J. Handling Funds

Employees who have access to Library funds should know and follow the procedures for handling and protecting money and checks. It is the duty and the obligation of an employee to correctly write down any payment received by a patron using the designated formats. Any funds/monies that are the property of the Library must be kept in a safe location. If an employee's job requires spending Library funds or incurring personal expenses that substantiate reimbursement by the Library, it is the employee's personal responsibility to see that the library gets value received for money expended.

Certification as to the correctness of vouchers and bills should be made with reasonable knowledge that the expenditures and amounts are proper.

K. Confidentiality of Patron Records

All Patron records held in the Library's database or in any other location are confidential. Information concerning individual patrons may not be discussed or given to anyone under any circumstances. Notification to the Library Director must be given immediately if a staff member receives any request of patron records.

Copying, removing, allowing unauthorized access to library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination

L. Protection and Use of Library Property and Facilities

All property and records maintained by the Library shall be carefully and conveniently filed, kept and preserved, and remain the sole property of the Library and shall not at any time be removed from the Library except when required for use in official business with the prior approval of the Library Director, and shall then be returned to such office without delay.

All public documents and records shall during usual office hours be open to public search, inspection and examination subject to and within the limitations prescribed by law; and provided that such search, inspection and examination may be made under such reasonable regulations as the Library Director shall establish for the safety and preservation thereof.

Accurate, reliable records of various kinds are essential to meet the legal and financial obligations, and to manage the affairs of the Library. Reports, vouchers, bills, payroll and service records, and all other necessary data must be absolutely factual and accurate.

Any person who intentionally makes a false accounting entry on a Library record or report, or intentionally destroys or alters any records will be subject to disciplinary action including possible dismissal or criminal prosecution where warranted.

M. Employee Evaluation

An employee is considered provisional until he/she completes a three (3) month probationary period, also termed as the introductory period and evaluation. The probationary period may be extended up to three (3) additional months at the request of the Library Director and approval of the Board of Trustees.

The purpose of performance evaluations is to provide feedback to employees on their job performance, to acknowledge the extent to which expectations have been met, and to help identify areas that require further development. Performance evaluations are based on how

well the employee performs the tasks listed in their job description, using direct observation by the supervisor and feedback from other supervisory personnel.

As a job requirement, all employees are subject to receiving satisfactory job performance evaluations during their career span with the Library. The purpose of the Library's Employee Job Performance Evaluation System is three fold:

1. To improve employee productivity
2. To enhance job performance
3. To foster job enrichment

A formal written performance evaluation will be conducted at the end of each calendar year. The employee will be given a copy of the review at least twenty-four (24) hours in advance of the conference. These written evaluation forms must be signed by the Library Director and the employee, which acknowledges receipt, and submitted to the Board of Trustees by April 1 of the following year. The Library Director or the Director's designee will discuss the evaluation with the employee prior to submitting it to the Board of Trustees.

Formal performance evaluations are conducted to provide both the Library Director and the employee the opportunity to discuss job task, identify and correct weakness, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

During a conference with the Director or employee's supervisor, each employee may review his/her evaluation and ask questions or make comments. He/she will sign the evaluation to indicate that it has been reviewed. Disagreement with the performance evaluation may be voiced, and objections to an unfavorable rating may be expressed in writing to the Director or to the Board of Trustees within three (3) working days. Any written statement by the employee will become a part of the personnel file, along with the performance evaluation to which it refers.

All positions are classified by job title, which indicates the responsibilities of each position as approved by the Board of Trustees. Job descriptions are on file in the Library Director's office. Each employee's performance will be measured against the responsibilities described in the job description for his or her position.

Performance evaluations are considered as one factor in determining salary increases, promotions, reclassifications or dismissals.

Merit based pay adjustments may be awarded in an effort to recognize employee performance. Salary adjustments will be made with the approval of the Board of Trustees. Increments or adjustments are not automatic, but require good job performance.

The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

Employees of the Mount Olive Free Public Library subject to the provisions of a collectively negotiated employment contract shall be subject to the provisions of the *Personnel Policy and Procedures Manual* provided that in instances where both the negotiated contract and the *Personnel Policy and Procedures Manual* have specific conflicting statements/requirements, the wording of the negotiated contract shall take precedence.

N. Employee Disciplinary Policy

The purpose of the following information is to provide employees with general regulations concerning disciplinary actions that the Library may utilize in individual cases.

Any Library officer or employee, whose position is not specifically provided tenures, or action procedure for removal or disciplinary action by statute or collective bargaining agreement, is an employee at will, and may be terminated at any time for no cause with or without prior notice.

When cause is cited as a reason for disciplinary action, such officer or employee shall be subjected to disciplinary action including but not limited to the following: reprimand, deduction of pay, suspension from work, reduction in grade or dismissal according to the nature or aggravation of his/her offense, for violation of regulations, orders or resolutions or, for any violation of the rules, or for no reason.

The violation of Library rules and regulations are examples of actions that could result in the above- referenced discipline, if a cause is in fact provided:

1. Consumption of alcoholic beverages and/or use of illegal drugs while on duty;
2. Insubordination (willful disobedience of an order);
3. Indecent, profane, or harsh language;
4. Disrespect to the Library Director or other employee;
5. Incompetence or poor job performance;
6. Absence without authorized leave;
7. Inability to perform duties as stated in job description;
8. Immorality, indecency, or lewdness;
9. Excessive absenteeism, tardiness, or absence without leave;

10. Inability or repeated failure to perform assigned duties;
11. Conviction of any criminal charge or disorderly persons offense;
12. Conduct subversive of good order and discipline of the Library or unbecoming the public service which adversely affects the Library;

13. Failure to report for assigned shifts;
14. Negligent or willful mishandling or destruction of Library property or equipment;
15. Conduct in violation of the *Harassment Policy* and the *Sexual Harassment Policy* as defined in this Manual;
16. Willful violation of any of the provisions of the statutes, rules, or regulations relating to the employment of public employees;
17. Dishonesty or falsification of Library records;
18. Other sufficient cause.

The Library shall not be limited to the above action cited for imposition of disciplinary action.

Employees are subject to several forms of discipline, including but not limited to oral reprimand, written reprimand, suspensions (with or without pay), demotions, and withholding of salary increases, and removal. All forms of discipline with the exception of first-time oral reprimands will be in writing and copies of such writing will be kept in the employee's personnel file.

Any employee who is brought up on charges in connection with this section is entitled to be presented with a copy of the charges signed by the person making the charge. The complaint shall be filed with the Board of Trustees Personnel Committee and a copy thereof shall be served upon the party so charged with notice that the party may request a hearing on the charge, which hearing shall be held not less than ten (10) calendar days nor more than thirty (30) calendar days from the date of service of the complaint. The employee so charged shall have the right to be represented by counsel at the hearing, if requested. The employee shall be responsible for the cost of counsel representation.

Notwithstanding any of the foregoing provisions, employees should be aware that they can be terminated at any time with or without prior notice at any time the Library deems it necessary and appropriate.

Unless otherwise provided by Statute, Ordinance, individual contract or collective bargaining agreement, employees of the Library are "at-will employees," which means that they serve at the pleasure of the library, subject to those restrictions imposed by law.

O. Disciplinary Action

All employees are expected to meet the Library's work performance standards. The disciplinary process is designed to formally document problems and provide the employee with a time frame of thirty (30) calendar days in which to improve performance. An extension of the above stated time frame may be agreed upon between the Library Director and the employee.

Should a supervisor believe that an employee is not conforming to the Library's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's perspective. If the supervisor determines that the employee has acted improperly, the supervisor will discuss the matter with the Library Director. Depending upon the gravity of the situation and the employee's past record, action may begin at any step written below, and/or certain steps may be repeated or removed.

- **Verbal reprimand:** Depending on the circumstances, the supervisor may verbally notify an employee that his/her actions have been improper and warn the employee against further occurrences. The Supervisor will prepare a written record of the verbal reprimand, including the date, time, and a summary of the discussion with the employee. This record will be placed in the employee's official personnel file. An extension of the above stated time frame may be agreed upon between the Library Director and the employee.
- **Written reprimand:** a written reprimand will clearly identify the problem, outline a course of corrective action, determine coaching steps and personnel to complete the coaching process within a thirty (30) calendar day time frame, and will explain the consequences (for example, suspension) if the problem is not corrected or reoccurs. The employee must acknowledge receipt of the warning in writing and may include explanatory comments. A copy of the written reprimand, along with the signed acknowledgement of receipt, will be placed in the employee's official personnel file.
- **Suspension:** the Library Director may suspend an employee without pay for a specific length of time depending upon the infraction. The suspended employee may request a hearing under the applicable grievance procedure.
- **Dismissal:** before an employee is dismissed, the Library Director will consult with the Board of Trustees. The terminated employee may request a hearing under the applicable grievance procedure.

P. Grievance Procedure

Any Library employee may utilize the grievance procedure described in this Section to raise a question or to seek clarification concerning any matter addressed in the Manual or to resolve dispute or challenge an action taken by the Library against said employee.

If an employee disagrees with a Library action or policy, the employee should discuss the issue with the Library Director. The Director is available to discuss any Library matter with employees. If an informal discussion with the Director does not resolve the complaint, the employee should put the complaint in writing and address it to the Director. The Director will respond to written complaints from staff members with an answer, in writing, within ten business days.

Steps in the Grievance Process:

1. The question or dispute should first be presented orally to the Library Director who will discuss the matter with the employee in an informal meeting. An employee should raise the question or request for clarification promptly, normally within five (5) business days of the event that gives rise to the issue.
2. If the question or dispute is not satisfactorily resolved at the level of the Library Director, the employee may thereafter submit the matter in writing to the Chairperson of the Board of Trustees Personnel Committee, who will bring the matter to the attention of the Board of Trustees. The grievance must be submitted in writing to the Chairperson of the Personnel Committee within five (5) business days of action of the Library Director.
3. The Personnel Committee may convene a meeting with the employee and, if appropriate to resolution of the issue, the Library Director shall be included in the meeting.
4. Normally, meetings of this nature will be held within ten (10) business days from the date written notification is received by the Board of Trustees Chairperson of the Personnel Committee.
5. Following this meeting, the Board of Trustees Chairperson of the Personnel Committee or his or her designee shall reply in writing to the question or dispute within ten (10) business days after the meeting.
6. The aggrieved employee may choose to attend the Board meeting at which the Board's decision is made. The Board's decision will be presented in written form to the employee. The decision of the Board is final.

Copies of all written material generated during the grievance process will be kept in the employee's personnel file.

Employees are assured that neither the Library nor any of its selected or appointed managerial employees will retaliate against any employee as a result of his/her utilization of the grievance procedure described herein.

Q. Employee Complaint Policy

An employee who observes any workplace wrongdoing should immediately report the matter to his/her supervisor, or, if he/she prefers, he/she should contact the Library Director or a Board of Trustee Member. Reporting such incidents is encouraged when an employee feels that he or she is subject to such incidents, or when he/she observes such incidents in reference to other employees.

An employee should report incidents in writing, but may make a verbal complaint at his/her discretion. No employee will be penalized or discriminated against for making a complaint.

A person not involved in the alleged wrongdoing will promptly investigate all reports of wrongdoing. Investigation and resolution of complaints will be conducted confidentially, to the extent practicable, in order to protect the privacy of persons involved. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued (see *Anti-Harassment Policy* and *Anti-Sexual Harassment Policy*).

R. Continuing Education/Staff Development Meetings

1. Staff Meetings

The Director will schedule staff meetings twice per year or more often if the Director determines a need to do so. These meeting may be scheduled at any reasonable time before or during working hours. Staff members are encouraged to propose, in writing to the Library Director, any topics, that pertain to the general staff for the purpose of scheduling a Staff Meeting. Employees scheduled to work on the day a Staff Meeting is held immediately prior to work shall receive compensatory time off. Employees who are not scheduled to work on the day of a Staff Meeting may attend on a voluntary basis, and at the discretion of Library Director may receive compensatory time off.

2. Programs/Workshops/Seminars

Participation in continuing education and professional activities is encouraged for all staff members and is considered library work time. The Library Director must approve attendance at professional workshops, meetings, and seminars in advance.

When a staff member is authorized or requested to take part in a continuing education activity that takes place within his or her regular hours of employment no extra compensation will be paid.

When a staff member is required to attend a program that does not take place within his or her normal hours of employment, the Employee will be compensated for the time.

When an Employee requests approval to attend a program outside of his or her regular work hours, he or she may be compensated at the discretion of the Director. The Library will reimburse Employees for mileage at the IRS standard mileage rate when Employees use their own vehicles for travel to

Library approved programs, workshops or seminars. Coverage for expenses incurred above and beyond mileage and program attendance may be provided at the discretion of the Board.

3. Professional Association Memberships and Conferences

The Library will reimburse the Employee one-half of the cost of annual membership fees for the following professional associations:

New Jersey Library Association membership for all professional librarians

New Jersey Association of Library Assistants for all support staff.

In order to be reimbursed, the Employee must submit proof of payment of the membership fee.

The Library reserves the right to determine if staff will be permitted to attend conferences held by the above organizations. If the Library requires a staff member to attend a conference, the time spent at the conferences will be considered working time. Staff members who are assigned by the Library to attend a conference held by the above organizations will have all of their expenses covered, including member/non member registration fee and mileage, if using their own vehicles.

S. Reimbursement for Expenses

Any employee who is authorized by the Library Director to expend cash for supplies or to attend a meeting on Library business will be reimbursed for legitimate expenses provided he/she presents a detailed purchase order and supporting receipts.

Purchase Orders shall not be processed without the appropriate supporting documentation of expenditures.

T. Parking

Parking is provided for employees in the Library parking lot. Employees should park in the area closest to the Staff Entrance at the east wing of the building, thus leaving adequate and convenient parking for Library patrons.

U. Exchange of Schedules

Employees are expected to work the hours assigned by the Library Director according to the weekly schedule. The Library Director must approve all exchange of schedules between staff members in advance.

Weekend Hours: Staff members scheduled to work should make every attempt to switch with another staff member in a comparable position. The Library Director must approve all switches of this nature in advance.

V. Longevity

No employees shall be entitled to receive a longevity payment.

W. Termination

1. Resignation

An employee must give written notice of his/her intended resignation to the Library Director. Such notice should be equivalent to the time that employee is due for vacation each year or two (2) weeks prior to the intended departure, whichever is more. Unless there are disciplinary charges pending or other adverse reasons of record, an employee shall be advised of the acceptance of his/her resignation in good standing. Employees who are absent for five (5) consecutive workdays without notice to, and approval of, the Library Director concerning the reason for such absence or who fail to report for duty within five (5) workdays after the expiration of any authorized leave, shall be held to have resigned not in good standing.

2. Retirement

Employees who decide to retire should notify the Library Director at least two months in advance. Employees who are enrolled in Jew Jersey Public Employee's Retirement System (PERS) must meet PERS' guidelines, set by the State of New Jersey, in order to receive retirement benefits.

3. Lay-offs

If the Board deems it necessary to reduce staff, then the Library Director will recommend to the Board those job classifications that are to be reduced and/or abolished and the individuals in those positions who are to be laid off. Within each classification, employees will be ranked on their most recent performance evaluation, their abilities and skills, and the Library Director's need to staff the library.

SECTION IV: BENEFITS

A. General Holiday Provisions

1. The Following are paid holidays on which the Library will be closed:

New Year's Day
Presidents' Day
Good Friday
Easter Sunday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day

The library shall close at 5PM the Wednesday before Thanksgiving Day, and remain closed Thanksgiving Day and the Friday after Thanksgiving Day.

Winter Holiday (Dec. 24 – 25)
New Year's Eve Day

2. The Library will also be closed on the following days, which shall not be paid holidays:

Sunday of Memorial Day weekend and Sunday of Labor Day weekend

3. The Library will remain open on the following days and will be considered "working days:"

Mother's Day, the Saturday of Memorial Day weekend, and the Saturday of Labor Day weekend

4. Part time Employees who have completed their probationary period, and work at least fifteen (15) hours per week throughout the calendar year shall be entitled to holiday pay, if they are regularly scheduled for work that day.
5. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.
6. When a holiday falls during an Employee's regular vacation, it will not be charged as a vacation day but as a holiday.
7. The Library reserves the right to change Holiday schedules and Holidays observed.

B. Religious Holidays

Employees who want to take time off to observe their personal religious holidays may do so by using accumulated comp time, vacation leave, or personal days.

C. Pay Period and Paycheck Distribution

Employees will receive a pay check bi-weekly. Part-time and hourly employees pay will be calculated bi-weekly for the hours worked the previous two weeks.

The Library Board of Trustees is the employer. The Township of Mount Olive prepares the payroll checks as a service.

Each employee's pay is subject to certain mandatory payroll deductions could include but are not limited to Federal and State Income Tax, Social Security, Unemployment Insurance, Public Employees Retirement System (PERS), and PERS Contributory Insurance. These mandatory deductions vary for full time and part-time employees. Direct Deposit service is mandatory for all employees.

D. Vacation Time

Full Time Employees will accrue vacation time as follows:

1. After the completion of service for one full calendar year through the completion of five calendar years, an employee is entitled to 10 workdays.
2. After the completion of five calendar years through the completion of nine calendar years, an employee is entitled to 15 workdays.
3. After the completion of ten calendar years or more, an employee is entitled to 20 workdays.

Part Time Employees who regularly work fifteen (15) hours or more per week, will accrue vacation time as follows:

1. After completion of service for one full calendar year through the completion of five calendar years, and employee is entitled to 2 workweeks.
2. After completion of five calendar years through the completion of nine calendar years, an employee is entitled to 3 workweeks.
3. After completion of ten calendar years or more, an employee is entitled to 4 workweeks.

General Vacation rules:

1. During the first six months of employment, no vacation may be taken.
2. During the sixth through twelfth month of employment, up to five (5) working days of vacation for full-time employees and one work week for part-time employees may be taken only with the advance approval of the Library Director.
3. All vacation must be scheduled with the prior written permission of the Library Director.

4. Working days for full-time employees are defined as seven hours each day.
5. Working week for part-time employees is defined as the number of hours for which the employee was hired to work on a regular basis (standard hours).
6. Vacation is earned on a pro-rated monthly basis. Accrued vacation may not be carried over more than one year following the employment year in which it is earned.
7. Vacations shall be scheduled at the discretion of the Library Director in such a way as to not interfere with the normal conduct of library business.
8. Employees who fail to take the vacation to which they are entitled will not receive compensatory time off. Where extenuating conditions exist the

Library Board of Trustees may approve compensatory vacation time, subject to such conditions it desires, but is not required to do so.

E. Sick Leave

Sick leave is defined as paid leave that may be granted to an employee who is absent as a result of illness or injury or exposure to a contagious disease.

After completion of the probationary period and through the end of the first year of service, all full-time Employees shall earn sick leave with pay at the rate of one (1) day per month for each month worked. After the first year, full-time Employees will receive fourteen (14) days per year.

Part-time Employees who work a minimum of fifteen (15) hours per week will earn sick leave at one-half (1/2) day per each full month completed based on the number of standard work hours and for each calendar year of employment after the first year. Said part-time Employees shall earn seven (7) days per year based on the number of standard work hours.

Employees may not accumulate nor maintain more than sixty (60) days total per year of sick leave during the employee's length of service and any accumulated days of sick leave expire upon termination of employment.

Employees taking sick leave of more than three (3) consecutive working days shall be required to present a certificate by a licensed attending physician.

The Library Director may grant a leave of absence, without pay to an employee. Written requests by the employee shall be submitted to the Library Director. The request must cite the specific reason(s) for the request and be accompanied by physician's documentation.

Any salary payable as a consequence of sick days shall be offset by the amount of any workers' compensation or disability allowance received.

When using sick leave, the Employee is required to call the Library Director or the Employee's Supervisor no later than one-half (½) hour before the start of the normal workday, barring extenuating circumstances.

Sick leave expires upon termination or dismissal of employment and cannot be used toward length of service. Employees will not be compensated for unused accumulated sick time.

The use of sick leave days is a privilege and not a benefit to be misused or abused. Anyone suspected of abusing or misusing the sick leave privilege in the taking of sick leave time on an excessive or regular monthly basis may be required to undergo a complete physical and/or psychological examination to determine if a legitimate medical problem exists. If it is determined that an employee has improperly utilized sick leave time, he/she may be subject to the full range of disciplinary action as described in the section of this Manual entitled "*Disciplinary Action.*"

F. Personal Days

Upon completion of one year's service:

1. Full-time Employees are granted three (3) personal days per year.
2. Part-time Employees who regularly work at least fifteen (15) hours but not more than twenty-nine (29) hours per week will receive three (3) personal days per year.
3. Part time employees who regularly work fifteen (15) hours per week will be granted two (2) personal days per year.

Employees will not be required to give a reason when requesting a personal day. However, the Library Director must approve the date of a personal day request.

Except in case of emergency, personal days must be requested in writing at least twenty-four (24) hours in advance and must be approved by the Director.

Personal days do not accumulate and must be used in the year granted. No monetary compensation will be granted or given for unused personal days.

Personal days may not be taken in conjunction with a holiday or vacation.

G. Attendance Records

The Library Director designates a member of the senior or the administrative staff to maintain logs of leave time taken by each employee. It is, however, the total responsibility of the employee to examine his/her leave log for accuracy.

H. Health Insurance

The Library shall provide to full-time Employees at the Library's cost, subject to Employee Contribution set forth below, such medical, dental and optical benefits, with the applicable co-payments and deductibles, as provided by the Township of Mount Olive to its Employees. In the event the Township does not allow the Library to participate in the Township plan, then the Library shall negotiate the medical, dental, and optical benefits to be provided by the Library to the full-time Employees.

Employee Contribution

Employees who have insurance coverage will pay, via payroll deduction, a percentage of health insurance premiums in accordance with P.L. 2011 c. 78.

Level of Coverage

Where the medical, dental, and optical insurance provided to the Employees contains different plans/coverages, the Library shall only be required to provide to the Employees the least expensive plan/coverage. If the Employee selects coverage that is more expensive than the least costly plan, the Employee shall pay the difference between the plan selected and the least costly plan. Payment shall be deducted from the Employee's paycheck and will be in addition to the Employee Contribution described above.

Retiree Coverage

Upon retirement, Employees with a minimum of 25 years of service with the Library and a minimum age of 60 will be eligible to receive health insurance coverage for themselves only. The coverage will be the same or similar to the coverage provided to active Employees. For each year that a retiree is receiving coverage, the retiree shall contribute the same amount towards the cost of health insurance that an active Employee is paying. The retiree, upon becoming eligible for Medicare benefits, shall apply for Medicare, which shall become the primary coverage. The retiree shall be responsible for the cost of Medicare premiums. In addition, the Library will only be responsible for supplying, at the Library's cost, supplementary medical insurance. The retiree shall have the ability to purchase health insurance plans above single coverage; however, the retiree shall be required to pay the difference between the single coverage provided by the Library and the plan chosen by the retiree.

I. Termination of Benefits Coverage

Upon termination of employment, full time employees may be eligible to apply to continue their health insurance coverage under COBRA.

J. Pension Plan

Under State law, all eligible employees must enroll in the New Jersey Public Employee's Retirement System (PERS) or the current State Pension Plan the Defined Contribution Retirement Program (DCRP). The employee's contribution to the Plan will be deducted from the employee's pay.

Eligibility of part-time employees for PERS is based on their estimated annual salary. The most current eligibility requirements are available from the New Jersey Division of Pensions and Benefits or the payroll clerk.

K. Life Insurance

Group Life Insurance eligibility is provided to employees under the New Jersey Public Employee's Retirement System (PERS).

L. Meal Breaks

Regular full time employees often have irregular schedules and will take meal breaks at their convenience, and the convenience of the Library Director, as best fits their obligation to work a 35-hour week.

Part time employees scheduled to work at least five (5) hours are entitled to a one-half (1/2) hour unpaid meal break.

M. Rest Breaks

Breaks are considered working time. All full-time employees shall receive two (2) fifteen (15) minute breaks with one to be taken in the morning and with the other to be taken in the afternoon. When working the night shift, employees will take one break in the afternoon and the second break in the evening.

Part time employees working four (4) consecutive hours or more shall receive one (1) fifteen (15) minute break.

Each employee is allowed to take one paid fifteen-minute break for each four-hour work period. Breaks may not be used to extend a lunch or dinner hour or to shorten a workday.

N. Transitional Duty

The Library Director will decide if it is in the best interests of the Library to approve a transitional duty request to accommodate a temporary disability. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of his/her position after the transitional period.

SECTION V: Additional Leaves

A. Bereavement Leave

In the event of a death in the immediate family of the employee and of the employee's spouse, the Library will grant a leave of absence with pay from the date of death up to and including the day of the funeral, not to exceed five scheduled workdays. Should the employee require additional days of leave to attend to matters related to the death, the employee may use compensatory, vacation or personal leave time (when applicable), or take unpaid time with the approval of the Library Director. Immediate family, as used herein, includes wife, husband, child, step-child, foster child, domestic partner, significant other, father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandparent, grandchild or any relative residing with the employee.

B. Family and Medical Leave Policy

In accordance with the provisions of The Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (FLA), any employee who worked 1,000 or more hours during the previous twelve months may be granted a leave of absence up to a maximum of twenty-six weeks per year made necessary by reason of:

1. The birth of a child of the employee; and/or
2. The placement of a child with the employee in connection with adoption of such child by the employee; and/or
3. The serious health condition of the employee or a family member of the employee.

Any employee requiring such leave must make a written request for such a leave to the Library Director, and must provide such written information, including medical certification if applicable, as is requested by the Library Director.

Consistent with such statutory and regulatory requirements, health and life insurance premiums may be paid by the Employee to maintain coverage during this period.

After an employee has used up all paid time off, vacation and sick leave, an unpaid and uninsured, unless the employee wants to pay the total amount for her/his insurance premiums, maternity or paternity leave may be granted for up to one year, provided that the request for leave is made in writing to the Library Director at least two months before the requested leave.

C. Leaves of Absence

Employees must submit a written request citing the specific reasons for the requested leave to the Library Director. The Library Director will in turn submit the

request to the Board of Trustees for action. The decision of the Board of Trustees is final and not subject to appeal. Granted leaves of absence are not paid leaves.

Any leave granted to an employee must include all unused vacation time as part of the leave. Leaves of absence without pay shall include the following types:

1. Personal
2. Educational
3. Vacation
4. Family or Medical

Holidays and vacations will not be paid during the leave of absence.

During the leave of absence's period, an employee shall have the option to continue to obtain group medical benefits by remitting the full premium to the Library each month for the duration of the leave of absence.

In the event that the leave is a family or medical leave approved in accordance with the provision of the Family and Medical Leave Policy stated in this handbook, the premiums will be borne by the Library.

D. Jury Duty and Court Appearances

A staff member, who is required to serve as a juror or is subpoenaed to appear as a witness, shall receive his/her regular salary while performing such services. It is the staff member's obligation to notify the Director upon receipt of the notice to serve. Employees serving jury duty or appearing in court pursuant to a subpoena will supply a copy of the jury notice or subpoena to the Director. Employees failing to provide a copy of the jury notice or subpoena will not be paid. Employees serving jury duty or appearing in court pursuant to a subpoena in Morris, Essex, Passaic, Sussex, Warren, Hunterdon, Somerset, or Union counties in New Jersey or Monroe county in Pennsylvania who are dismissed at or before Noon shall report to the library for work beginning at 2 pm.

Employees required to appear in court on matters relating to the Library will be granted time off with pay.

When an Employee is required to appear in court, time off without pay must be granted under the following conditions:

1. If the Employee is a plaintiff or defendant in a case that did not result from performance of official duties
2. If a member of Employee's immediate family is involved in a case and it is essential that the Employee be present.

If approved by the Director, vacation days or personal days may be used for scheduled workdays for which pay is not granted for court appearance.

E. Military Leave

The Library will provide military leave as required by N.J.S.A. 38A:4-4 and N.J.A.C. 5A:2-1.1 et seq.

All Employees who have completed their probationary period and who are members of the National Guard or of a reserve component of any of the Armed Forces of the United States will receive an excused unpaid leave of absence for the entire time the Employee is in attendance of required reserve duty. Notwithstanding the terms of the prior sentence, for the first five (5) days of reserve duty service the Employee will be paid the difference between his or her regular pay with the library and his or her military pay. Such leave shall be in addition to the Employee's regular vacation leave.

If an employee has not completed his/her probationary period, then he/she will only be eligible for a leave of absence for active reserve duty without pay.

F. Compensation of Employees During Unexpected Library Closures

In the case of inclement weather or other unexpected library closure:

If the building is open and an employee cannot reach the library:

Full time employees may use personal leave, vacation leave or compensatory time.

Part time employees may use paid time off or take unpaid time off without penalty.

If the building is closed, all staff who were scheduled to work will be paid as if the Library were open.

If the building closes after having opened, employees who are working and sent home will be paid for the remainder of the time they were scheduled to work.

G. Emergency and Special Leave

Emergency or special unpaid leaves may be granted for reasons not mentioned in this Manual, at the sole discretion of the Library Director and Board of Trustees. Reinstatement cannot be guaranteed.

Employees requesting extended medical leave to care for a seriously ill family member, or for the employee's own serious health condition, must provide the Director with a written letter from a medical professional certifying the need for leave. Failure to provide this may result in denial or postponement of leave.

RECEIPT FOR PERSONNEL POLICY & PROCEEDUES MANUAL

I acknowledge that I have received a copy of the *Mount Olive Township Free Public Library's Personnel Policy and Procedures Manual*. I agree to read it thoroughly. I agree that if there is any policy or policy or provision in the manual that I do not understand, I will seek clarification from my Supervisor or the Library Director. I understand that the Mount Olive Township Free Public Library is an "at will" employer and consistent with applicable Federal and State law, as well as applicable bargaining unit agreements, employment with the Mount Olive Township Free Public Library is not for a fixed term or definite period and may be terminated at the will of either party, with our without cause, and without prior notice. No Supervisor or other representative of the Mount Olive Free Public Library has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Mount Olive Township Free Public Library for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Please sign and date this receipt and return to the Library Director.

Employee Name: (Please print legibly)_____

Employee Signature: _____

Date of Signature: _____