WOODSBURY PUBLIC LIBRARY

PERSONNEL

POLICIES AND PROCEDURES

MANUAL

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Ordinance 2075-08

The City of Woodbury is an Equal Opportunity Employer, M/F.
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* Required
GENERAL PERSONNEL POLICY:* 

It is the policy of the Library to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Library shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement (if any) personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees shall be appointed and promoted by the Library Director in conjunction with the Board of Trustees. No person shall be employed or promoted unless there exists a position created by an ordinance adopted by the Mayor & City Council as well as the necessary budget appropriation and salary ordinance.

The City Board of Directors and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Board of Directors has appointed the Library Director to implement personnel practices. The Library Director shall also have access to the Labor Counsel appointed by the Mayor & City Council for guidance in personnel matters.

As a general principle, the Library has a “no tolerance” policy towards workplace wrongdoing. City officials, employees and independent contractors are to report anything perceived to be improper. The Library believes strongly in an Open Door Policy and encourages employees to talk with the Library Director or a Board of Trustees member concerning any problem.

The Personnel Policies and Procedures Manual adopted by the Library Board of Trustees is intended to provide guidelines covering public service by Library employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Library personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Library.

To the maximum extent permitted by law, the employment practices of the Library shall operate under the legal doctrine known, as “employment at will.” Within Federal and State law, and any applicable bargaining unit agreement, the Library shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Library shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.
GENERAL PURPOSE:

These policies are enacted by the Board of Trustees of the Woodbury Public Library in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the Library service.

2. To ensure that recruitment, selection, placement, promotion, retention and separation of Library employees are based upon employees’ qualifications and fitness, and are in compliance with Federal and State laws.

3. To assist the Board of Trustees and the Library Director in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the Library.

4. To promote communication between the Board of Trustees, Library Director and Library employees.

5. To ensure, protect and clarify the rights and responsibilities of employees.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.
SECTION ONE

Policies Relating to Employee Rights and Obligations:

Anti-Discrimination Policy:*  

The Library is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will the Library discriminate, or tolerate discrimination, on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with the Library Director, or if they prefer, the Library Board of Trustees, City Administrator, the Deputy Clerk or the Labor Counsel.

Employment Practices Personnel

A. Personnel Officer

The Library has designated the City Administrator as its Personnel Officer. In the event that the City Administrator is unavailable to perform the responsibilities of this position as required pursuant to the terms of the Library’s employee manual either due to absence or a conflict of interest, then the Deputy Administrator shall be designated as the alternate Personnel Officer. If neither individual is able to perform the responsibilities, then employees are to be instructed that any member of the Board of Trustees or the Library Director be advised of a potential complaint of a suspected violation of Library policy or procedure. The Library Director or member of the Board of Trustees shall then contact the municipality's labor consultant, labor attorney or municipal attorney for the purpose of investigating the complaint and formulating the appropriate response plan.

The Personnel Officer and alternate Personnel Officer shall be required to attend seminars and/or other instructional training dedicated to employment practice liability not less than annually and proof of attendance shall be maintained in the Personnel Officer's and alternate Personnel Officer's personnel file. In addition to the responsibilities set forth above and as otherwise identified in this manual, the Personnel Officer shall also be responsible for the following functions:

1. Maintenance and security of all personnel files in accordance with the requirements of this manual.

3. Distribution and posting of all employment related notices including, but not limited to, available employment, anti-discrimination and anti-sexual harassment notices distributed by the U.S. Department of Labor, New Jersey Department of Labor, New Jersey Division on Civil Rights, the Equal Employment Opportunity Commission and any other applicable New Jersey or federal agencies.

B. Labor Consultant

The Municipality has also retained the services of the City Solicitor to assist the Personnel Officer in the review, screening and investigative process for employee complaints of violations of the Library’s employment policies and procedures as established in the Library's employee manual. The Board of Trustees has determined that the City Solicitor satisfies the requisite educational and practical experience necessary to assist in the implementation of the Library’s Manual of Personnel Policies and Procedures.

For ease of reference and for purposes of this manual the City Solicitor shall be designated as "labor counsel."

Americans with Disabilities Act Policy:* 

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Library does not discriminate, nor tolerate discrimination, based on disability. The Library will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

It is the policy of the Library to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, 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 under hardship on the Library.

The Board of Trustees or the Library Director shall initiate an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Board of Trustees. 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.

**Contagious or Life Threatening Illnesses Policy:**

The Library encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Library shall make reasonable accommodations to known physical and mental limitations of all employees, 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 an unreasonable hardship on the Library.

The Library will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person’s identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

The Library has an obligation to provide a safe and healthy work environment for all employees. In an effort to balance the needs of the Library, the public and the employees, the Library hereby establishes the following policy regarding contagious or life threatening illnesses.

Library employees who have been diagnosed with any illness which may pose a health hazard to other employees or to the public at large must disclose this information to the Library Director or Board of Trustees at the earliest possible time. The Library Director or Board of Trustees shall consult with a physician, contracted by the City, in order to make a determination and assess the risks to any other employees and the public at large. The Library may direct the employee to pursue one of the following options:

1. Family Leave
2. Sick Leave
3. Vacation Leave
4. Short Term Disability, if the illness is anticipated to last a brief period of time.
5. Unpaid Leave of Absence, if the employee has expended all other accrued time.
6. Permanent Disability, if the illness is permanent in nature and the employee qualifies under the appropriate State pension plan.
7. Resignation, if the illness is of such a nature that the employee will be unable to return to work, has exhausted all other accumulated time and fails to qualify for disability benefits under any State pension plan.

Any employee who fails to make the required disclosure to the Library Director or Board of Trustees, may be subject to disciplinary action including termination of employment.

Safety Policy:

The Library will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Library is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Library Director. Any on-the-job accident or accident involving Library facilities, equipment or motor vehicles must also be immediately reported to the Library Director.

The City has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

Transitional Duty Policy:

The Library will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed forty-five workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Board of Trustees or Library Director as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. Transitional duty assignments may be in any department and not just the employee’s
normal department. The Board of Trustees will decide if it is in the best interest of the Library to approve a transitional duty request and will notify the employee of the decision. The Library reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee’s abilities, the employee may request a meeting with the Board of Trustees or Library Director, who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Library Director. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Library Director informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Library reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not affect an employee’s rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

**Drugs and Alcohol Policy:**

The Library recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The Library Director will immediately report any reasonable suspicions to the Board of Trustees.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee’s work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. If the Library Director observes behavior constituting reasonable suspicion, the Library Director is required to institute testing and does not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Library premises or during work hours by employees are strictly prohibited.
Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver’s License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify the Library Director, who is required to maintain the confidentiality of any information regarding an employee’s medical condition in accordance with the Health Insurance Portability and Protection Act. Library personnel who hold a Commercial Driver’s License (CDL) are subject to the provisions of the Commercial Driver’s Licenses Drug and Alcohol Testing Policy. A program to assist employees who may have a drug/alcohol problem is provided through the City’s Employee Assistance Program.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Library property or while performing Library business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

**Workplace Violence Policy:**

The Library will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Library property, at Library events or under other circumstances that may negatively affect the Library’s ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Library property or while on Library business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Library will actively intervene in any potentially hostile or violent situation.
General Anti-Harassment Policy:* 

It is the Library’s policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the Library Director or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the Library Director. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Library generally. The Library cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment Policy:* 

It is the Library’s policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Library prohibits sexual harassment from occurring in the workplace or at any other location at which Library sponsored activity takes place. The purpose of this policy is not to regulate personal morality or to encroach upon one’s personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify the Library Director or other appropriate person. See the Employee Complaint Policy.

Harassment of Library employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the Library Director. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Library generally. The Library cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

“Whistle Blower” Policy:*

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” 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. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee’s official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The Library shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:
• Disclosing or threatening to disclose to a supervisor, Library Director, the City Administrator, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

• Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or

• Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Board of Trustees or the Library Director. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Library a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

**Employee Complaint Policy:**

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to the Library Director, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact a Board of Trustees member. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask the Library Director or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.
If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

The conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance, by themselves, do not constitute harassment.

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Library. Grievances from union employees (if any) will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the Library Director who will discuss the matter with the Board of Trustees. The Library Director or Board of Trustees will communicate the decision to the employee within two working days.

- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Mayor and Council, detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five working days of the step one decision. After consulting the City Administrator and the Labor Counsel as appropriate, the Mayor and Council will render a written decision to the employee within five working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.
Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by the City Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review their file in the presence of the City Administrator upon reasonable notice.

Conflict of Interest Policy:

Employees including City officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Library. Violations of this policy will result in appropriate discipline including termination.

The Library recognizes the right of employees to engage in outside activities that are private nature and unrelated to Library business. However, business dealings that appear to create a conflict between the employee and the Library’s interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the City Clerk a state mandated disclosure form. The City Clerk will notify employees and Library officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a City official is in a position to influence a Library decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee’s household. Employees are required to disclose possible conflicts so that the Library may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Library Director, Board of Trustees, or the City Solicitor to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Library responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Library time, supplies or equipment in the outside employment activities. The Library Director may request employees to restrict outside employment if the quality of Library work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Library must submit a written notice of these outside interests to the Library Director.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Library duties. Under no circumstances may an employee accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Library or any person or firm seeking to influence Library decisions. Meals and other
entertainment valued in excess of $25 are also prohibited. Employees are required to report to the Library Director any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Contributions and Honorariums:

Speeches and presentations which are related to Library services delivered by Library employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Library, not to the individual employee.

An honorarium or contribution for a speech or other presentation made by a Library employee to a group outside the City, either during working time or for which the Library provided travel expenses, will also be made to the Library.

Such contributions and honorariums shall be turned over to the Library Director for disposition.

Solicitations:

With the exception of United Way (GCPECC) and other Library-approved activities, peddling or soliciting for sale or donation of any kind on Library premises during normal working hours is not allowed.

Working hours include the working time of both the employee doing the soliciting or distributing, and the employee to whom such activity is directed.

Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.

Political Activity Policy:*  

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Library time, supplies or equipment in any political activity. Any violation of this policy must be reported to the Library Director, Board of Trustees or the City Solicitor.

Section 1 - Prohibited Activities during Working Hours. An employee shall be subject to discipline up to and including immediate dismissal for violation of these provisions:

a. No employee shall, while on duty during an assigned work shift as an employee of the Library:
(1) Request or solicit contributions or anything of value for any political candidate or cause.

(2) Participate in any political campaign by:

   (a) Speaking in favor of any candidate or cause.

   (b) Distributing literature.

   (c) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause.

   (d) Organizing, planning or in any other way participating in the administration of any political campaign.

b. No employee or volunteer shall, while on duty, or while in or operating any City vehicle, display any badge, button, sign or sticker promoting or opposing any political cause or candidate.

c. No employee of the Library shall use public funds, property, or any other instrumentality or thing of value belonging to the Library to promote or oppose any political cause or candidate.

d. Nothing in this policy shall be interpreted to prohibit an employee:

   (1) From stating any opinion regarding any political issue in ordinary conversation during working hours providing that such a conversation does not interfere with the employee's assigned job duties.

   (2) Who does not have direct citizen contact from wearing a pin or button promoting or opposing any cause or candidate.

Section 2 - Coercion, Intimidation of Public Employees. No employee of the Library shall use his/her public office or employment for the purpose, or with the effect of:

a. Coercing or intimidating any Library employee or employees with respect to contributing to, opposing or promoting, or refraining from contributing to, opposing or promoting any political cause or candidate.

b. Obtaining a benefit as a result of any political activity by:

   (1) Intentionally committing an unauthorized act under color of law;

   (2) Intentionally refraining from performing a duty imposed upon him by law.
**Employee Evaluation Policy:**

The Library Director will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing the evaluation, the Library Director will review the results with the employee and return the form(s) with the signed acknowledgement to the Board of Trustees. After review by the Board of Trustees, the form(s) are to be included in the employee’s official personnel file. As a part of the evaluation, employees have the right to request a conference with a Board of Trustees member.

**Employee Discipline Policy:**

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Library, fellow employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Library property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Library property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Library property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Library premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
• Careless waste of materials or abuse of tools, equipment or supplies.
• Deliberate destruction or damage to Library or suppliers’ property.
• Sleeping on the job.
• Carrying weapons of any kind on Library premises and/or during work hours, unless carrying a weapon is a function of your job duties.
• Violation of established safety and fire regulations.
• Unscheduled absence, and chronic or excessive absence.
• Chronic tardiness.
• Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
• Defacing walls, bulletin boards or any other Library or supplier property.
• Failure to perform duties, inefficiency or substandard performance.
• Unauthorized disclosure of confidential information.
• Gambling on Library premises.
• Horseplay, disorderly conduct and use of abusive and/or obscene language on Library premises.
• Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
• Conviction of a crime or disorderly persons offense.
• Violating any Library rules or policies.
• Conduct unbecoming a public employee.
• Violation of Library policies, procedures and regulations.
• Violation of Federal, State or City laws, rules, or regulations concerning drug and alcohol use and possession.
• Misuse of public property, including motor vehicles.
• Unauthorized use of computers, internet, and email.

• Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Library believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Library Director or Board of Trustees review; written reprimand; suspension; fines, and, dismissal. At the discretion of Library, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee’s work/disciplinary record.

Neither this manual nor any other Library guidelines, policies or practices create an employment contract. Employment with Library may be terminated at any time with or without cause or reason by the employee or Library.

**Resignation Policy:**

An employee who intends to resign must notify the Library Director in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Library Director will prepare an Employee Action form showing any pay or other money owed the employee. The Library Director will conduct a confidential exit interview to discuss benefits including COBRA options (full-time employees only), appropriate retirement issues and pay due. A COBRA notification letter, if necessary, will be sent to the employee’s home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.
Service Retirement is voluntary termination after having satisfied the age and length of employment requirements of the State of New Jersey Public Employees Retirement System or Police and Fire Retirement System.

Disability Retirement is termination necessitated by an injury or illness which renders the employee incapable of performing his/her usual job. The termination is preceded by a ruling by the appropriate Board of Pensions (P.E.R.S. or P.F.R.S.) verifying the disability and approving the retirement.

Employee-Initiated Resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Library in good standing shall provide a written resignation to the Library Director at least 14 calendar days prior to the effective date of resignation. The resignation letter should include the reason for leaving as well as the proposed effective date. Two weeks notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide two weeks advance notice may result in a forfeit of accumulated vacation or personal leave time. Exceptions to the time limit requirement may be granted by the Board of Trustees.

Supervisor-Initiated Resignation is termination requested by the Library Director which permits the employee to resign in lieu of being discharged. A termination of this type occurs only after the Library’s Director’s consultation with the Board of Trustees. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation, and alternatives. Guidelines are similar to those for discharge.

Discharge is termination of an employee by the Library. Refer to the policy on "DISCIPLINARY ACTION".

Probationary Termination is discharge of an employee during the established probationary (introductory employment) period, usually for the inability to meet position/department requirements. A probationary termination occurs only after the Library Director's consultation with the Board of Trustees.

Layoff is termination of an employee by the Library for lack of work, lack of funds, or other changes that have taken place. A reduction in force is accomplished in accordance with labor contracts, if applicable, however work schedules should be planned to keep periodic or recurring layoffs to a minimum. In layoff, recall and filling regular job vacancies, the Library shall give equal consideration to an employee's ability and performance of the duties required in the job and consideration to an employee's length of continuous service with the Library in the classification. In applying this provision, where qualifications, experience and performance are equal, seniority shall govern.
Work Force Reduction Policy:*  
The Library may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for employees will be determined by the Library Director.

Driver’s License Policy:*  
Any employee whose work requires that the operation of City vehicles must hold a valid New Jersey State Driver’s License.

All new employees who will be assigned work entailing the operating of a City vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by the Library Director. Any employee who does not hold a valid driver's license will not be allowed to operate a City vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a City vehicle must notify the Library Director in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a City vehicle shall be subject to possible termination.

Any information obtained by the Library in accordance with this section shall be used by the Library only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver’s Privacy Protection Act (18 U.S.C. S 2721 et seq.)
SECTION TWO: Workplace Policies

Types of Employment and Eligibility for Benefits

1. The types of Library employment are:
   
a. Probationary Employee: An employee on a trial status during the initial period of employment. All newly hired Library employees are on a probationary status which, extends for ninety (90) days from the date of hire. Probationary periods may be extended under special circumstances.

b. Regular Full-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which will total no less than 35 hours per week.

c. Regular Part-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of less than 35 hours per week.

d. Temporary Full-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a shift schedule which on an annual basis would total no less than 35 hours per week.

e. Temporary Part-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a shift schedule which on an annual basis would total less than 35 hours per week.

2. Employee compensation shall be stated in terms of annual salary or hourly wage.

3. Entitlement to employee benefits shall be as provided in the Annual Salary Ordinance, which provides:

   a. Employees classified as regular full-time employees shall receive all employee benefits provided by the Library. Probationary employees, who, upon successful completion of their probationary periods will be regular full-time employees, shall be entitled to the same benefits as regular full-time employees, subject to applicable eligibility provisions and time periods.

   b. Regular part-time employees may be entitled to pro rata vacation, sick leave and bereavement leave benefits. Probationary part-time employees, who, upon successful completion of their probationary periods, will be regular part-time employees, shall be entitled to the same benefits as regular part-time employees, subject to applicable eligibility provisions and time periods.
Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Board of Trustees. The Library Director will make copies available upon request.

The position description does not constitute an employment agreement between the Library and employee and is subject to change as the needs of the Library and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position as determined by the Library.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the Library Director.

Requests for new position titles and job descriptions shall be made by the Library Director to the Board of Trustees and, if approved, will then be maintained by the Library Director.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday. If an employee is unable to report to work, the absence may be charged as vacation or personal leave, or the employee may elect to take this time off without pay.

The normal working hours for full-time employees are thirty five (35) hours per week, which shall include a one-half (0.5) hour paid lunch period. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The lunch period will be scheduled to allow for continuous staffing of all offices with at least one person.

The standardization of working hours is necessary to provide:

1. Continuity in access by and service to the citizenry.
2. Facilitation of teamwork.
3. Facilitation of supervisory assistance.
Occasions may arise when the service to the citizens can be improved through the adjustment of an employee's work hours. The employee shall obtain approval of the Library Director or the Board of Trustees for the adjustment in work hours, except for lunch period.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in items 1-3 above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Failure to do so will be construed as an unexcused absence.

Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Daily attendance records will be maintained by the Library Director, including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the Library. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline.

Hours for part-time and certain other employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the Library Director, with concurrence of the Board of Trustees.

**Early Closing and Delayed Opening Policy:**

In the event of unsafe conditions, a representative of the Board of Trustees may authorize the Library Director to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Library Director may delay opening. The Library will have a calling system in place. If the employee chooses not to report to work, a full vacation 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, no compensatory time will be charged for the day.

A representative of the Board of Trustees shall be authorized to close the Library to protect the safety and welfare of Library employees. In this event employees will receive full pay, and no vacation or personal leave allowances shall be affected.
Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. All employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. The Library Director will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Library has adopted a smoke-free policy for all buildings. The Library building shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in the Library. Employees are permitted to smoke only outside the Library and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the City and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

In the event that Library personnel need use of a city vehicle for official Library business the City Administrator shall authorize use of said vehicles. City owned vehicles shall be used only on official business and all passengers must be on Library business. An employee who is also employed by another governmental entity may use a City vehicle for that employment only if the employment is pursuant to an inter-local agreement between the City and the other jurisdiction.

Vehicles may be taken home only with the advance approval of the City Administrator. When an employee takes home a City vehicle, it is to be used only for official City business; any other use is not permitted. Any violation of this policy constitutes cause for disciplinary action.

City vehicles shall not be taken home overnight except as follows:

a. Employees may take a City-owned vehicle home for one night when attendance to an out-of-city meeting takes place late at night after normal working hours or early in the morning prior to normal working hours. Approval may be granted verbally by the City Administrator.
b. for more than one night when specifically authorized by the Mayor or City Administrator

City vehicles must be available for Library business at all times.

City vehicles may be used for travel to lunch:

a. When an employee is on Library business.

b. When an employee is in town in a City vehicle in a location where driving to obtain his/her personal car would result in an extra and unnecessary expenditure of fuel.

Transporting family members in City vehicles shall be allowed only when the family member is accompanying a Library employee to a business meeting or official function.

City vehicles shall be legally and appropriately operated and/or parked at all times. Violations issued to the driver of the vehicle will be the responsibility of the driver and not the City.

Seat belts will be used by the driver and all passengers at all times when the vehicle is in motion. It shall be the driver's responsibility to ensure use of seat belts by all passengers.

Personal vehicles may be used for official Library business with the prior approval of the Board of Trustees, after review by the Library Director. Employees using their personal vehicles will be reimbursed at the prevailing rate established by the IRS after submittal of a voucher to the Library Director. No Library employee shall be required to provide their own vehicle for conducting Library business.

The use of hand-held cell phones while driving City vehicles or while driving on Library business is prohibited.

Telephone Usage Policy

Library phones are to be used for Library business and may be used for personal business on a limited basis only.

PROCEDURE:

Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.

When a toll call must be placed, the call is to be billed to the employee's home number or collect.
It is the employee's responsibility to ensure that no cost to the Library results from their personal telephone calls.

Violation of this policy will minimally result in cost reimbursement to the Library and may subject the employee to disciplinary action.

**E-Mail, Voice Mail, Computer and Internet Usage Policy:**

Library E-mail, voice mail and the Internet are for official business and use for non-business purposes is prohibited. All E-Mail, voice mail and Internet messages are official documents subject to the provisions of the Access to Public Records Act.

The Library reserves the right to monitor, obtain, review and disclose all E-Mail messages, computer files, voice mail and Internet messages on the computer and communications systems of the Library as deemed necessary and appropriate. By using Library E-Mail, computer systems, voice mail and the Internet, each user agrees that the Library has unrestricted access and the right to disclose all information communicated or stored on the E-Mail, computer systems, voice mail and the Internet for any security, health, employment or other legitimate business reasons. Legitimate reasons also include systems maintenance, message routing, retrieval of business information, trouble-shooting hardware and software problems, preventing system misuse, protecting confidential proprietary information, insuring compliance with software license policies and complying with legal and regulatory requests for information. E-Mail shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.

**Use of Public Property**

Unless otherwise stipulated, no employee of the Library shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Library property is to be restricted to such services as are available to the Library generally and for the conduct of official Library business.

Authorized personal uses include taking an assigned City vehicle to lunch, within the City or within a ten mile radius of the City, on workdays as needed, use of a Library copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Library Director on a case-by-case basis.

No Library employee may use Library time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election.
No Library employee shall be eligible for appointment or election to any public office when the holding of such office would be incompatible or would substantially interfere with the discharge of official duties.

**Discipline.** Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including termination from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be applicable.

**Bulletin Board Policy:*** (in public areas)

The bulletin boards located in the Library are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Library Director may post, remove, or alter any notice.

**Bulletin Board Policy: (in employee areas)**

The following considerations should be made for bulletin boards:

1. Place in a spot where there is greatest employee exposure (lunchroom, break room, locker room, near time clock etc.).

2. Postings should be attractively arranged.

3. Posters, safety committee minutes and other information that becomes dated or worn should be changed periodically.

4. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.

5. The Safety Committee Chairperson is designated to maintain the bulletin board as recommended above.

**Outside Employment**

Full-time Library employees are permitted to engage in outside employment under appropriate circumstances. Outside employment may take place provided:

1. Prior authorization is obtained. If an employee submits a request for authorization to engage in outside employment, the Library Director shall endeavor to respond to the request within one week. If the employee does not receive a reply within thirty days the request shall be deemed to be granted.
2. There is no conflict with the employee’s duties. Outside work or employment may not be permitted to interfere with an employee's responsibilities to the Library. Absences from Library work or tardiness, resulting from outside employment, will be subject to disciplinary action.

3. The total amount of employment does not interfere with the employees' ability to perform his/her duties appropriately.

4. It is clearly recognized and understood that the employees' primary work responsibility is to the Woodbury Public Library. In any instance where a conflict shall arise, the employee shall treat the Library as her / his primary employer. Any situation where the employee fails to respond to a departmental recall i.e. fire, civil disturbance, hurricane, snow storm or like circumstances may be viewed as abandonment of her / his position.

5. No employee while on sick leave or temporary disability leave shall be elsewhere or otherwise employed or engaged in any outside work or employment whatsoever.

SECTION THREE

Paid and Unpaid Time Off Policies:

Paid Holiday Leave

The Library shall celebrate the following holidays off with pay for regular full-time employees:

- NEW YEAR'S DAY: January 1
- MARTIN LUTHER KING DAY
- PRESIDENT'S DAY: 3rd Monday of February
- GOOD FRIDAY
- MEMORIAL DAY: Last Monday of May
- INDEPENDENCE DAY: July 4
- LABOR DAY: 1st Monday of September
- COLUMBUS DAY
- VETERAN'S DAY: November 11
- THANKSGIVING DAY: 4th Thursday of November
- DAY AFTER THANKSGIVING
- CHRISTMAS DAY: December 25
- DAY AFTER CHRISTMAS: December 26
The Library Director upon approval by the Board of Trustees reserves the right to change holidays for employees.

In the event a holiday other than a personal holiday falls upon a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited.

An employee who is absent without leave on the day immediately preceding or following a holiday shall lose the holiday as well as pay for that day.

**Vacation Leave Policy:**

Employees shall, after ninety (90) days of continuous service from the last date of hire with the Library, accrue vacation time on the following basis:

Regular Employees:

All full-time and part-time permanent employees shall earn vacation on the basis of the following schedule:

- One (1) day for each month of service from the date of employment up to and including December 31 next following the date of employment. Total vacation days shall not exceed ten (10) working days in the first year.

- After completion of one (1) year through completion of five (5) years - 10 days or two weeks of regular employment

- After completion of five (5) years through completion of (10) years - 15 days or three weeks of regular employment.

- After completion often ten (10) years through completion of fifteen (15) years - 20 days or four weeks of regular employment.

- After fifteen (15) years of service; the employee shall be entitled to twenty (20) days per year plus one (1) additional day per year for each year of service over fifteen (15) years. Total vacation days under this rule are not to exceed twenty-five (25) vacation days or five weeks of regular employment per year.

Calculations of length of service are based on anniversary date of the employees hiring.
Vacation leave may not be carried forward into the succeeding year; such time must be used in that year or forfeited.

An employee hired on or before the first pay period of any month shall accrue vacation leave from the first day of that pay period. An employee hired after the first pay period of any month shall accrue vacation from the first day of the next pay period following.

Upon resignation or retirement from Library employment an employee shall be paid cash at the normal rate of pay for his unused annual leave, provided regular status has been attained. For each full month of employment the employee shall be allowed one-twelfth (1/12th) of the annual leave to which he would be entitled if his employment were not terminating. If an employee is prevented by injury or illness from working a full month, he shall nevertheless be entitled to annual leave payment for that month, provided he has accrued sick leave sufficient to cover the remaining days of the month.

An employee who terminates employment prior to completion of his or her probationary period has not accrued vacation time, and is therefore not entitled to payment for unused vacation time.

All vacations shall be taken at such time as shall be approved by the Library Director or Board of Trustees.

Annual leave shall be expended in increments of not less than one (1) full work day.

Vacations shall be scheduled at such times as the Library Director or Board of Trustees finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Library Director or Board of Trustees prior to the commencement of the requested vacation.

Vacation advances are limited to the amount of available accrued vacation benefits.

Upon the effective date of the termination of an employee's employment, such employee shall thereupon cease to be an employee of the Library.

If the employee retired or resigned, such employee thereupon shall be entitled to a sum of money equal to his/her former regular compensation for any earned vacation leave time which has not been used; provided however, that in the event such employee fails to give the Library Director or Board of Trustees under whom he/she is employed at least two weeks notice of such termination of employment or is discharged for cause, the foregoing terminal vacation pay shall be forfeited.

Vacation Leave for Regular Part-Time Employees: Regular part-time employees who separate from the City may receive compensation at their regular rate of pay for each hour of vacation earned. Regular part-time employees shall accrue vacation on a pro rata basis.
Transfers: If an employee transfers from/to a City department and the Library, the vacation leave credits shall also be transferred. The established period of determining vacation credit will be from the employee's date of hire.

Vacation credit earned by an employee cannot be transferred to another employee.

Temporary employees shall not earn vacation nor be entitled to vacation upon separation.

Vacation leave will not accrue while an employee is on leave of absence without pay. Accrued and unused vacation leave may be used to supplement sick leave if the employee has exhausted sick leave accruals.

For full-time employees, paid holidays occurring during vacation are not charged to vacation.

Earned vacation leave, sick leave and personal leave accruals must be exhausted prior to taking an unpaid medical leave of absence.

**Personal Leave Policy:**

Full time employees may select two (2) personal holidays each calendar year provided:

1. The employee has been or is scheduled to be continuously employed by the Library.

2. The employee has given not less than 7 calendar day’s written notice to the Library Director or Board of Trustee member; provided, however, the employee and supervisor may agree upon an earlier date.

3. The number of employees selecting a particular day off does not impair operations of the Library.

If an employee takes a leave of absence under this policy, the employee must first exhaust all accrued paid sick leave, vacation leave, and personal leave.

Personal holidays must be taken during the calendar year of entitlement or the day(s) shall lapse.

When the number of requests for a particular day would impair department operations, if granted, the following criteria shall be used to determine which requests are allowed:

1. The personal day shall be granted to employees in the order in which the requests for a personal holiday date are submitted, with the earliest request receiving first priority.

2. In the event several requests are submitted on the same day, requests shall be granted based on employment seniority.
3. Final authority for approving or disapproving holiday requests shall rest with the Library Director or Board of Trustees based on operational needs. Any disapproval shall be communicated to the employee involved as soon as possible.

Personal holidays may be combined with vacation or other leaves. Unused personal holidays are not paid to terminated employees regardless of the reason for termination.

**PROCEDURE:**

Employee requests should be made to the Library Director or Board of Trustees member.

Approval or disapproval shall be recorded by the Library Director or Board of Trustee member.

Personal holidays should be accurately recorded on the employee time sheet.

**Sick Leave Policy:**

Employees are entitled to 6 working days of sick leave per calendar year. Prior to the return to work, the Library may require an employee to be examined by a physician designated by the City to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.

All regular full-time employees and permanent part-time employees shall be entitled to sick leave as follows:

1. As used herein, sick leave means paid leave that may be granted to an employee who through sickness or injury becomes incapacitated to a degree that makes it impossible for the employee to perform the duties of the position; who is quarantined (by the Board of Health) because of exposure to a contagious disease, or illness in the immediate family which requires the personal attendance of the employee to insure care for member of the immediate family. The term "immediate family" as referred to herein shall mean father, mother, spouse, child, foster child, brother or sister. Sick leave to care for members of the immediate family will not be approved for extended periods of time.

2. Temporary or seasonal employees shall not be eligible for paid sick leave.

3. If an employee is unable to report for work due to illness, this fact shall be reported to the department no later than one-half (1/2) hour after the start of the normal workday. The employee must speak directly to a Library Director or Board of Trustee member.

4. Eligibility for sick leave benefits shall be granted to all employees who have completed one (1) month of continuous and exclusive service to the City from date of
hire, with one (1) day sick leave granted for every two months of continuous service. A maximum of six (6) sick days may be used in a calendar year. Sick days do not carry over to the next year.

5. Thereafter, employees shall be entitled to sick leave with a doctor's note needed to return to work after two (2) or more consecutive days of sick leave taken. A doctor's note will also be necessary after four singular sick leave days taken.

6. Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity leave, and requests for the employee's presence by immediate family, doctor or clergy due to family illness or emergency.

7. When an employee goes on Sick Leave he/she must speak directly to the Library Director or the Board of Trustees immediately. Notification should be within 30 minutes or as soon as possible given certain extenuating individual circumstances, after the beginning of the scheduled work day. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when he/she expects to return to work.

8. Sick leave shall be rounded off to the nearest half hour. When possible, sick leave should be taken in increments of no less than four (4) hours.

9. No sick leave will be given to an employee in excess of the amount earned and available to the employee.

10. An employee may utilize vacation time when sick leave has been exhausted.

11. All sick, vacation, and personal leave must be exhausted prior to taking an unpaid medical leave of absence. (See section: FAMILY AND MEDICAL LEAVE ACT POLICY.)

12. It is the responsibility of the Library Director and the Board of Trustees to ensure the provisions of this policy are observed. Corrective action should be taken in instances of suspected abuses or misinterpretation of the utilization of sick leave.

13. The Library Director will ensure that any sick leave used will be reflected with the submission of time sheets.

14. It is the responsibility of the Library Director to ensure that proper accountability of sick leave is kept on all eligible employees.
Temporary Disability Leave Policy

Eligibility for temporary disability benefits shall be granted to all employees who have completed one (1) year of continuous service to the Library from date of hire.

Upon five (5) days of continuous absence due to illness or accidental injury, which is documented by a physician's report, an eligible employee shall return to work with a physician's report stating the employee is capable to resume their duties. Such five days shall be charged against the employee’s sick time, vacation, medical or personal leave or will not be paid.

In the event that the employee is not able to resume their duties an employee may apply for temporary disability leave. An employee who is on temporary disability or sick leave shall keep his/her supervisor advised on a daily basis as to condition and expected date of return to duty. If requested, the employee shall file a doctor's certificate stating the cause of the absence and the nature of the illness before temporary disability payment is authorized.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Less Weeks</th>
<th>At Least</th>
<th>Weeks at Full Salary</th>
<th>Weeks at One Half Salary</th>
<th>Total</th>
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<tr>
<td>Weeks At Least Than Coverage</td>
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<td>4</td>
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<td>30 and over</td>
<td>20</td>
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<td>32</td>
<td>52</td>
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</tbody>
</table>

The last incidence of temporary disability leave will be used as the start date for the required one continuous year service before the employee can re-qualify for full coverage.

Such benefits shall continue for the period of time of disability. Upon return to employment and service for one (1) continuous year, an employee will re-qualify for full coverage.
**Bereavement Leave Policy:**

A regular full-time or regular part-time employee who has a member of his immediate family taken by death shall receive up to three work days off with pay as bereavement leave to arrange and/or attend funeral activities with approval of the employee’s supervisor.

"Immediate family" shall be defined as spouse, mother, father, foster parents, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. All "immediate step family" relatives will also be included.

The employee must notify his/her immediate supervisor upon making determination to take time off from work. The Library may request documentation of the necessity of Bereavement leave.

If additional time is necessary, it shall be taken as vacation or unpaid leave, if vacation has been exhausted with advance authorization by the appropriate supervisor. Time for attendance at funeral of others may be granted without pay.

Employees who fail to return to work on the date specified to the Library Director or Board of Trustees without receiving an extension are subject to disciplinary action up to and including termination.

**Jury Duty Policy:**

Any regular full-time or part-time employee who is required to serve on a jury, or as a result of official Library duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service. A probationary employee called will have his/her probationary period extended by the same amount of time as required for serving on jury duty. An employee who receives notice of jury duty or witness service must notify the Library Director or Board of Trustees immediately in order that arrangements may be made to cover the position. The Library reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to turn over jury or witness fees to the Library, excluding mileage fees.

Time away will not affect vacation, sick leave or personal leave accruals.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is accrued vacation or personal leave. Court payments for travel expenses are to be retained by the employee.
The employee may keep any court payment for services performed on the days of his/her regularly scheduled weekend or performed while on vacation or personal leave.

Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror on any given day, the employee is expected to contact his/her supervisor and to report to work as instructed.

The Library may require employees to supply documentation, not only of a subpoena for jury duty, but also a slip from the jury manager verifying actual attendance at jury duty.

**Leave of Absence Policy:**

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Board of Trustees if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time that is eligible for use, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Board of Trustees may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Library.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month, provided the employee is not otherwise utilizing compensable time such as sick or vacation leave. Health benefits may also be impacted. Refer to the City of Woodbury Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Library. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

**No sick leave, holiday, vacation benefits or any other fringe benefits shall accrue while the employee is on leave of absence without pay. The employee's anniversary date shall be adjusted to reflect the length of the absence for the purposes of computing longevity.**

**Family and Medical Leave Act Policy:**

Full-time employees (and some part-time employees) may be eligible for family or medical leave under State or Federal law, after they have worked for the Library for at least one year. Because eligibility requirements differ under State and Federal law, employees should consult with the Library Director or Board of Trustees prior to requesting leave to determine if they are eligible for leave.
PROCEDURE:

Eligible employees are entitled to up to twelve (12) weeks of unpaid leave during a twelve (12) month period. The Library will use a rolling twelve (12) month period measured backward from the date an employee uses family or medical leave. The leave may be taken for any of the following reasons:

1. For the birth or placement of a child for adoption or foster care (leave must commence within one year of the birth or placement of the child);

2. To care for an immediate family member (spouse, child, parent or parent-in-law) suffering from a serious health condition which renders the immediate family member unable to work or to care for him/herself; or

3. Due to the employee's own serious health condition which renders the employee unable to work.

A serious health condition is defined as a condition that involves: (1) in-patient care in a hospital, hospice or residential care facility; or (2) any period of incapacity requiring absence from work of more than three calendar days that also involves continuing treatment by a health care provider; or (3) continuing care by a health care provider for a chronic condition; or (4) prenatal care. Employees with questions about whether specific illnesses are covered under this policy or under the Library’s sick leave policy are encouraged to make the appropriate inquiry of the Library Director or Board of Trustees.

Notice of Leave. Where the necessity for leave is foreseeable, requests for leave under this policy should be submitted to the Library Director or Board of Trustees in writing at least thirty (30) days prior to the date on which an employee wishes to commence leave. If it is not possible to give thirty (30) days notice, then the employee must provide as much notice as possible. Where the necessity for leave is not foreseeable, an employee should notify the Library of the need to take leave as soon as possible.

Certification Requirements. Where leave is taken for the employee's own serious health condition or to care for the immediate family member suffering from a serious health condition, employees will be required to submit a medical certification from a health care provider documenting the employee's or the immediate family member's serious health condition. If deemed necessary, the Library may require that the employee obtain the opinion of a second health care provider designated by the City, which will be paid for by the Library. If there is a conflict between the original medical opinion and the second opinion, the Library may require a third opinion by a health care provider jointly selected by the Library and the employee and paid for by the Library. The third opinion will be considered final and binding.

The Library may require an employee who takes leave for the employee's own serious health condition or to care for an immediate family member suffering from a serious health condition to obtain subsequent re-certifications on a reasonable basis. The Library also may require an employee returning from leave due to the employee's own serious health condition to submit a medical certification of fitness-for-duty.
Rights Under Family and Medical Leave

An employee taking an approved family or medical leave of absence will be entitled to reinstatement to his or her former position, or to another position of substantially equivalent compensation, benefits, status and responsibility, if he or she returns from the leave on the agreed upon date (including any approved extensions), and the entire leave lasts no more than twelve (12) weeks, provided that the Library may choose to deny job restoration to certain highly compensated "key" employees. The Library will endeavor to advise key employees who may be denied job restoration of this status at the time they request leave. All full time employees shall be defined as “key” employees.

However, if the Library deems it necessary to deny job restoration to a key employee who already is out on a leave of absence, the Library will inform the employee of its intention to do so and will offer the employee the opportunity to return to work immediately.

Throughout an approved family or medical leave of absence, employees may continue their medical insurance coverage under the same terms which the medical insurance coverage was offered prior to the leave, provided that the employee makes timely payment to the City of the employee's share of the premium cost. To maintain uninterrupted coverage, the employee will have to continue to pay their share of insurance premium payments. This payment shall be made either in person or by mail to the City Finance Department by the fifteenth (15th) day of each month that the employee is on leave. If an employee's payment becomes more than thirty (30) days overdue at any time during the leave, coverage will be terminated by the City.

If an employee fails to return to work upon the scheduled expiration of the leave of absence without obtaining an extension, for reasons other than a documented continuous serious health condition, the City will exercise its right to recover from the employee the premium cost which the Library paid for the employee's health insurance coverage during the term of the leave. Employees seeking an extension of an approved leave must submit their request to the Library Director or Board of Trustees at least one (1) week prior to expiration of the approved portion of the leave.

Substitution of Paid Leave

If an employee has available accrued paid leave at the time the employee commences a leave of absence under this policy, the employee will be required to substitute the accrued leave for all or part of the twelve (12) week leave, subject to the following conditions.

If an employee takes a leave of absence under this policy for the birth or placement of a child for adoption or foster care or in order to care for a family member with a serious health condition, the employee must first exhaust all accrued paid vacation leave and personal leave. An employee's accrued paid sick leave cannot be substituted for leaves of absence taken for these reasons. Once any accrued paid vacation leave and accrued paid personal leave are used up, the remainder of the twelve (12) week leave will be unpaid.
If an employee takes a leave of absence under this policy because of his/her own serious health condition, the employee must first exhaust all accrued paid sick leave, vacation leave, and personal leave. Once any accrued paid leave is used up, the remainder of the twelve (12) week leave will be unpaid.

**Military Leave Policy:**

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the City group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS, PFRS, and Defined Contribution Retirement Program) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.
SECTION FOUR

Compensation & Employee Benefits Policies:

It is the policy of the Library and the purpose of this plan to establish a compensation system that will allow the Library to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

Salaries and hourly rates are determined by the Board of Trustees upon the recommendations of the Library Director. Upon approval of the Board of Trustees these figures will be forwarded to the Finance Committee of the City Council to amend the city salary ordinance if required.

Longevity payments may be authorized in the annual salary ordinance.

Payroll Policy:

Regular Library employees are paid according to the yearly salary ordinance.

Library employees are paid every other Thursday.

If a payday falls on a holiday the day of pay shall be the last working day preceding the normal pay day, unless the holiday is New Year’s Day, when the pay day will be the following work day.

Wages and salaries are calculated on an hourly basis.

Checks are distributed to the Library Director by the City Finance Department by noon on the Thursday preceding the final Sunday of the pay period. Employees receive, with each paycheck, a statement of earnings and deductions for the period covered by the payment.

Time Sheets/Preparation of Payroll

Time Sheets are to be completed by all employees. The time sheet shall include: employee name; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc.

The City Payroll Clerk shall compute earnings as well as deductions. Changes in rate, position, and status shall be supported by a Change in Status Form after being approved by the appropriate personnel. The Change in Status Form shall be made a part of the personal history record of the employee.
Paychecks will be distributed to the Library Director unless other arrangements have been pre-approved by the Library Director or Board of Trustees. An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee. Employees are expected to cash their paychecks on their personal time.

Payroll records shall be maintained by the City for a minimum of seven years.

Falsification of time records for payroll purposes is reason for dismissal.

Employees may direct inquiries concerning payroll matters to the City Payroll Clerk.

**Overtime Compensation Policy:**

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds $100,000 per year depending upon their job duties. **If an employee is exempt from the provisions of the Act, it will be duly noted in the job description for that position.** Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Library Director’s prior approval and at the sole discretion of the Library Director.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Library Director and the Board of Trustees. Non-exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty in a weekly period. Employees will receive overtime compensation in the form of overtime pay at their regular hourly salary.

Non-Exempt employees will receive one and one-half hours of overtime compensation for each hour worked in excess of forty hours in a weekly period. For purposes of overtime compensation, hours worked are computed to the nearest one-quarter hour per day. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

In addition to the requirements of the Federal Fair Labor Standards Act, Non-Exempt employees will also receive overtime compensation for work in excess of thirty-five hours but not greater than forty hours in a weekly period. This other compensation will be one hour for each hour worked in excess of thirty-five hours.
RESPONSIBILITIES:

1. Library Director:
   a. The Library Director or the Board of Trustees is the authorized authority for the approval of overtime requests. It shall be the responsibility of the Library Director or Board of Trustees to determine whether overtime or compensatory time be granted to the employee when compensatory time is requested in lieu of overtime.
   b. The Library Director shall ensure that a permanent record of overtime/compensatory time accrued and used is kept on all employees and that the proper financial transactions are completed at the end of each pay period.
   c. The Library Director will exercise extreme discretion in the utilization of overtime within the library. Temporary adjustments in working hours or realignment of duties within the library should be considered as alternatives to the use of overtime. Overtime shall be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.
   d. Upon termination, the Library Director or Board of Trustees shall ensure that eligible employees are given credit for all overtime accrued and all unused compensatory time within the limitations established by this policy.

2. Individual Employee:
   a. It is the responsibility of the individual employee to request compensatory time in lieu of overtime if so desired. Additionally, it is the responsibility of the employee to ensure that accrued compensatory time is used within the time limitations set forth by this policy.
   b. At no time shall an individual employee’s total comp time exceed the total regular worked hours for the employee over one bi-weekly pay period.

Health Insurance Policy:

Regular full-time Employees and their eligible dependents, including civil union partner, are provided health insurance coverage administered by an authorized insurer. The Library reserves the right to change provider networks, claims agents, and insurance mechanisms (fully insured versus health insurance fund, e.g.). The complete benefit plan is on file in the Deputy Clerk’s office and a Summary Plan Description will be provided to all employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Board of Trustees.
Health insurance coverage for employees on a Leave of Absence or who cease City employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the Consolidated Omnibus Budget Reconciliation Act (COBRA) provision for a period of up to eighteen months to thirty-six months. All newly hired employees and their spouses shall receive a notice of COBRA rights upon being hired. For more information, consult the Deputy Clerk.

Employees who retire with twenty-five years of service to the City of Woodbury may continue to receive paid health insurance coverage. Employees receiving retiree health benefits must notify the Deputy Clerk in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. For more information, consult the Deputy Clerk.

Coverage becomes effective the first day of the month following the successful completion of the first sixty days of employment. Enrollment cards are available from the Deputy Clerk. It is the employee's responsibility to notify the Deputy Clerk of any change in dependent status by completing updated enrollment cards.

Prescription and Dental Plans

All full-time Library employees, who otherwise qualify for health benefits, are eligible for prescription drug and dental coverage as described in the plan document on file with the City Clerk.

Unemployment Compensation

The City is a covered employer under the Unemployment Compensation law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the City and the employee.

An employee who quits his/her job voluntarily without good cause probably will have difficulty collecting unemployment compensation. To be eligible for unemployment compensation, a voluntary quit must have left employment for a "good cause" reason, must be unemployed, physically able to work, available for work, and actively seeking work. "Good Cause" reasons or reasons establishing eligibility for unemployment compensation are available from the State Employment Security Office.

The City or Library may contest the claim of an employee who quits without "good cause" or who quits for other reasons.
Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Employees Retirement System or the Defined Contribution Retirement Program as applicable. The employee’s contribution to the Plan will be deducted from the employee’s pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Library Director in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Library Director will advise the City Administrator of the pending retirement. A COBRA notification letter will be sent to the employee’s home address. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment.

All employees who intend to retire from the Woodbury Public Library must inform the Library Director in writing at least 90 days in advance of the retirement date.

Enrollment and benefits forms are available through the City Finance Office. It is the employee's individual responsibility to keep information on file up to date related to their retirement account as to name, address and beneficiary(s).

Workers Compensation Policy:

Employees who suffer job related injuries and illnesses may be entitled to medical treatment, lost income and other compensation under the New Jersey Workers Compensation Act. The City covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the Library Director within 24 hours. All required medical treatment must be performed by a Workers Compensation Physician appointed by the joint insurance fund or the City, and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Hours lost due to the injury or illness should be reported on the employee timesheet as "disability." Once the eligibility for payment under Worker's Compensation has been approved, the employee shall endorse his/her state benefit check to reimburse the Library for wages paid during the employee's absence. An employee shall not draw more than his/her base pay when collecting Worker's Compensation Insurance. No employee shall receive sick leave or use vacation time as a result of a job injury, illness or disease incurred while employed by another employer.

Employees absent and collecting Workers' Compensation for more than 3 days will be placed on a medical leave of absence and will secure all rights and benefits afforded to them under the Family Medical Leave Act.
Employee Assistance Policy:

The City of Woodbury and the Library will provide an "Employee Assistance Program" for its employees and supervisory personnel which will include a program of education and training on the effects of drug abuse. We will make available to all employees informational material related to the cause and effects of substance abuse. The Addiction Hotline toll-free number is 800-238-2333.

Educational Assistance and Training Policy:

Subject to sufficient funds in the budget and upon approval of the Library Director, employees may apply to the Board of Trustees for reimbursement of tuition expenses incurred for training or college courses directly related to the employee’s work. The Library Director will be the sole judge of whether a particular course or program is “directly related” to the employee’s work. Employees must obtain this determination before enrolling in a course or program.

Employees may receive reimbursement for up to 100% percent of the tuition cost for training or college courses that they take on their own initiative. The reimbursement must be repaid if the employee leaves Library employment within twenty-four months of completion of the training. When enrollment for short training courses or seminars is requested by the Library, employees will receive full reimbursement.

Employees are encouraged to continue their formal education through participation in off duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the Library Director or Board of Trustees, provided funds have been budgeted for such reimbursement.

Any reimbursement shall only be after successful completion of the course/ program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system.) Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed the employee's designated probation period.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of the Library Director or Board of Trustees. Time spent in attendance at these courses does not count as time worked for purposes of overtime calculation.
Conference and Seminar Policy:

Requests to attend a conference or seminar must be approved by the Library Director. Requests shall be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Library Director at least thirty days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Library Director is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

PROCEDURES:

1. Attendance at training programs will be approved by the Library Director, except as follows:
   a. Attendance at a training program involving out-of-state travel by an employee requires approval by the Board of Trustees prior to registration.
   b. Attendance at any program or course work, the cost of which exceeds $200.00 (in registration, travel, meals and lodging cost) requires approval by the Board of Trustees prior to registration.

2. All outside training and conference attendance shall be processed with original receipts.

3. Employees who acquire training on their own time and expense are encouraged to notify the Library Director or Board of Trustees so the information can be noted in the employee's personnel file.

5. The Library Director or Board of Trustees shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

Travel Expenses While On Library Business

It is the policy of the Library to reimburse employees for reasonable and necessary expenditures made by employees while on official Library business. Mileage will be reimbursed at the rate established under the then existing regulation of the Internal Revenue Service for personal vehicle usage. All expenses must be itemized if applicable. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims, except the daily meal per diem as provided hereafter.
1. Overnight Trips

   a. Lodging. Hotel and Motel expenses will be reimbursed on completion of authorized travel upon submittal of proper claim. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipts.

   b. Meals. Meal reimbursements for all overnight trips are to be itemized on proper Requisition form. Full itemization should be made.

2. Mileage Allowance

   Employees who utilize their personal vehicles on travel assignments will be reimbursed at the rate established under the then existing regulation of the Internal Revenue Service. Each employee who drives a private vehicle on Library business must have liability insurance on said vehicle.

   When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced. The actual odometer reading from the Library to destination and return to the Library will be used.

   If an employee for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

3. Out-of-State Travel requires prior approval by the Library Director or Board of Trustees.

4. Local Travel and Expenses

   a. Local Mileage. No mileage will be paid for commuting from an employee's personal residence to the Library or a work station.

   b. Local Meals. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference as a representative of the Library for a specific purpose, or where the employee's attendance will directly benefit the Library. No reimbursement will be allowed for meetings which are of a social nature. The request for reimbursement of local meals should include the following information:

      (1) Date
      (2) Place
      (3) Meeting Attended
      (4) Specific Reason for Attendance
5. Parking Fees and tolls will be reimbursed by actual cost and receipts shall be presented.

NON-ALLOWABLE EXPENSES

1. Laundry, cleaning, or valet services (except of trips of over one week duration).
2. Tobacco.
3. Alcoholic beverages.
4. Entertainment.
5. Personal telephone calls.
6. First class travel accommodations when economy or coach class are available.
7. Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the Registration fee.
8. Fines, forfeitures or penalties.
9. Rental vehicles except as pre-approved by the Library Director or Board of Trustees.
10. Expense of a spouse or other non-employee.
11. Loss or damage to personal property.
12. Barber, beauty parlor, shoe shine or toiletries.
13. Personal postage.
SECTION FIVE:

Managerial/Supervisory Procedures:

Employment Procedure:*

- **Recruitment:** The Library Director in conjunction with the Board of Trustees will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Library Director to distribute notification of the vacancy to all City departments. The Library Director will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Library is an equal opportunity employer.

- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

**Interviews:** The Library Director will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Library will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Library.

- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Library Director may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Library Director may require periodic physical examinations to determine the employee’s continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the City at the expense of the Library. All medical records of employees and prospective employees are confidential and are to be maintained by the Library Director separate from the employee’s official personnel file. Medical exams may include tests for drug and alcohol use.

- **Job Offers:** The final decision will be made by the Library Director in conjunction with the Board of Trustees after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known
physical and mental limitations of all applicants with disabilities, 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 an unreasonable hardship on the Library. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

• **Acceptances and Rejections:** If the first offer is rejected, the Library Director in conjunction with the Board of Trustees will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.

• **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be kept by the Library Director. Documents related to the successful candidate will be placed in the employee’s official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

**Nepotism Procedure:**

Unless otherwise provided by law, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular 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 reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee’s household.
Open Public Meetings Act Procedure Concerning Personnel Matters:

Discussions by the Board of Trustees concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Board of Trustees concerning such matters, the Library Director shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person’s right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the Library Board of Trustees may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

Processing and Orientation of New Employees Procedure:

All new regular full-time and regular part-time employees will be scheduled to meet with the Library Director on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the City Administrator for inclusion in the employee’s official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or supervisor and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment Period Procedure:

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less than 3 months or more than 12 months, as determined by the Board of Trustees. During this initial employment period, the new employee or transferee will be provided with training and
guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this period if the Library Director in conjunction with the Board of Trustees concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Library Director may extend the initial employment period. (Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.)

Nothing in the procedure set forth in this section shall alter Library’s employment at will policy. Employment with the Library is at will and may be terminated at any time with or without cause or notice by the Library or the employee.

Re-employment

Any former regular employee who resigned from the Library in good standing is eligible for re-employment.

Persons interested in re-employment should file a completed Library application form with the Library Director. The individual will then proceed through the regular hiring procedures with other applicants.

An individual re-employed in his/her former position may be paid at the same pay step at the time he/she left the Library, provided however, that the re-employment is within 1 year of the previous resignation.

The compensation of an employee re-hired to a position other than the former position will be subject to provisions for new hires.

Reinstatement in the retirement system will be made in accordance with the rules and regulations as set by the State Retirement system.

Vacation eligibility and longevity pay will be based on the total years of service since initial hiring.

The anniversary date for future pay increases will be revised to coincide with the re-employment date.

The individual's previous personnel file will be re-activated once re-employed by the Library provided re-employment is within seven years after the original resignation.

All individuals re-employed by the Library must complete a new probationary period.
Promotions

The Library attempts to fill all vacant positions with qualified Library employees before advertising to the general public, following a policy of upward mobility whenever feasible and in the best interests of the Library.

Employees are encouraged to apply for any vacancy for which they may qualify.

Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion.

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, time in service, and the needs of the Library.

When considering the promotion (or lateral transfer) of Library employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

In cases where only one employee applies for a position and the person's abilities and qualifications are known to the hiring department, the formal selection process may be dispensed with upon concurrence of the Board of Trustees.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the Library Director for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment.

Promotions do not change the person's date of hire. However, the anniversary date for future pay increases will be revised to coincide with the promotion date.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the Library Director or Board of Trustees. Those who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled by a Regular employee (i.e., an employee that has successfully completed the probationary period for that position).

Demotions

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Library Director in consultation with the Board of Trustees.
Demotions do not change the person's date of hire. However, the anniversary date for future salary increases changes.

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

An employee being demoted shall be notified two weeks prior to demotion except in emergency situations.

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the Board of Trustees.

Transfers

All openings for Library positions will be posted for a minimum of seven calendar days at the Library.

Any current employee (regular part-time or regular full-time) interested in applying for a transfer must file a completed Library application form with the Library Director in accordance with instructions listed on the employment opportunities notice.

If the employee meets the stated requirements for the position, he/she will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on HIRING PROCESS. Transfers are made only when the Library's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for promotions or transfers. All else being equal, current Library employees will be given priority for open positions.

The personnel file of the transfer applicant will be made available to the Library Director for filling the open position.

If the current City employee is selected, his/her department head will be advised prior to the offer being made to the employee.

If the employee accepts the position, it will be the responsibility of the Library Director, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

The salary offered to the employee must be consistent with the Salary Ordinance. Thus, an employee may receive a reduction in salary.

Transfer employees will serve a probationary period in his/her new position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply at time of transfer.
Transfers do not change a person's date of hire.

Transfers may also be initiated by the Library in instances where the Library's best interests may be served.

**Employee Handbook Procedure:**

The Library Director with the assistance of the Personnel Committee of the Board of Trustees shall draft an Employee Handbook for the approval of the Board of Trustees. A separate version of the Handbook will be drafted for part-time and seasonal employees as well as for major bargaining groups if appropriate. Once approved, copies will be distributed *electronically or, upon request, in printed form* and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years.

**Performance Evaluation Procedure:**

Periodic evaluations are critical to create a formal record of an employee’s performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. The Library Director should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee’s skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.

- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee’s understanding of job requirements. Refer to the job description as appropriate.
• **Rating:** Continue the discussion by giving the employee’s rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person’s rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.

• **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated “Needs Improvement” or “Does Not Meet Minimum Standards.” Specific performance goals must be established for the next review period along with plans for achieving those goals.

• **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

*Exceeds Expectations* means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

*Meets Job Requirements* means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

*Needs Improvement* means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

*Does Not Meet Minimum Standards* means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the City Administrator for inclusion in the employee’s official personnel file. As a part of the evaluation, employees have the right to request a conference with the Board of Trustees.
**Disciplinary Action Procedure:**

All employees are expected to meet the Library’s work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Library’s policies and procedures and other disciplinary problems.

Should the Library Director believe that an employee is not conforming to the Library’s policies and rules or to specific instructions or has acted improperly, the Library Director will first privately discuss the matter with the employee to obtain the employee's view. If the Library Director determines that the employee has acted improperly, Library Director shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the Library Director and the Board of Trustees, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Verbal Reprimand:** Depending on the circumstances, the Library Director may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The Library Director will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the City Administrator for the employee’s official personnel file.

- **Board of Trustees Review:** Should the Library Director consider the offense sufficiently serious to warrant consideration by the Board of Trustees, the employee will be so advised and a meeting arranged with a Board of Trustees member at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.

- **Written Reprimand:** When the Library Director determines that a written reprimand is appropriate, the situation must be discussed with a Board of Trustees member. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the City Administrator for the employee’s official personnel file.

- **Suspension:** Whenever an employee is recommended for suspension, the Board of Trustees will make the decision and may seek the advice of the Labor Counsel if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.
• **Dismissal:** Whenever an employee is recommended for dismissal, the Board of Trustees will make the decision only after seeking the advice of the Labor Counsel or City Solicitor. There must be a complete review of the employee’s personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

**Personnel File Procedure:**

The official personnel files shall be maintained by the City Administrator and employee medical information will be maintained in a separate file. At least annually, the City Administrator will review files to make sure they are up-to-date and will follow-up with the Library Director as necessary.

The official file shall include at least the following:

• The original application signed by the employee;

• Notes from any pre-employment interview and reference check;

• The original letter detailing an offer of employment and any additional correspondence concerning the employee’s hiring;

• A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;

• A signed acknowledgement that the employee has received the Employee Handbook;

• A signed acknowledgement that the employee received the safety orientation;

• Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;

• Counseling Action Plans;

• Records relating to on-the-job accidents;

• Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;

• Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;

• Educational transcripts; and

• Any other pertinent information.
The Library Director is responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their department. Each employee is responsible for the verification of information contained in the personnel file through periodic audit. An administration representative must be present when file is audited. All audits or inspection of records by employees shall be scheduled by the Library Director. All audit appointments should be with the City Administrator. The purpose of the audit or inspection is to ensure accuracy and completeness of the file.

**Employee Complaint Investigation Procedure:**

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.

- **Identification/Screening:** The Library Director must report all written or verbal complaints to the Board of Trustees unless the complaint is against a Board Member or the Library Director. Upon receipt, the Board of Trustees will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Board of Trustees or investigator appointed by the Board of Trustees will interview the employee. If the employee is reluctant to sign a written complaint, the Board of Trustees or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information’s accuracy.

- **Investigation:** The Board of Trustees will seek the advice of the Labor Counsel when planning the investigation. The investigation should be conducted by the Labor Counsel or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

- **Response Plan – No Corrective Action Required:** The Board of Trustees will discuss the conclusions with the Labor Counsel or City Solicitor and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general
statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Library is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Board of Trustees will formulate with the advice of the Labor Counsel a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

**Requests for Employment Verification and Reference Procedure:**

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Library Director or Board of Trustees. No employee may issue a reference letter without the permission of the Board of Trustees. Under no circumstances should any information be released over the phone.

In response to a request for information, the Library Director, City Administrator or payroll clerk will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Library or City is required to release the information by law or (2) the employee or former employee authorizes the Library or City in writing to furnish this information and releases the Library and City from liability.

**Continuing Education Procedure:**

The City, in conjunction with the Labor Counsel will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The City will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as City employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.
Insurance Claims

1. No employee will discuss matters involving claims against the Library.

2. All questions pertaining to claims shall be referred to the Library Director.

3. Claims for damages presented to the Library shall be referred immediately to the City Clerk for filing.

Responsibilities:

1. All Library employees must notify their supervisor in the case of incidents involving potential claims within 1 day. The supervisor must report, in writing, to the City Claims Coordinator within 3 days. Items reported should include any property damage occurring during work for the Library, no matter how small.

2. The City Clerk is responsible for receiving all damage claims against the Library or City and referring them to the City Claims Coordinator.

3. The City Deputy Clerk shall:

   a. Ensure that any applicable provisions of State law are met, and see that all claims for damages accurately locate and describe the defect or act that caused the injury, reasonably describe the injury and state the time when it occurred, contain the item of damages claimed and be verified by the claimant or a relative of the claimant, attorney or agent of the claimant.

   b. Refer claim to carrier within 5 working days and provide informational report to legislative body on claim status.

   c. Recommend action to legislative body within thirty days of receipt regarding claims which fall below deductible limits of existing policies or which are not covered under existing policies.
SECTION SIX:

Model Forms

- Notice of Personnel Discussion*
- Employee Letter Concerning Employee Complaint Procedure*
- Sample Notices Concerning Whistleblower Act*
- Application for Employment*
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries*
- Performance Appraisal*
- Counseling Action Plan*
- Employee Evaluation Checklist*
This is to notify you, pursuant to the Open Public Meeting Act, that the Woodbury Public Library plans to discuss the subject matter(s) checked below relating to your employment.

- Application for Employment
- Promotion or Transfer
- Compensation
- Performance Evaluation
- Special Leave Request
- Grievance
- Discipline
- Possible Termination
- Other(Specify): ____________________________________________________

The discussion will take place at the following meeting(s):

Date of Meeting(s): ________________________________

Time:______________________________________________

Location: _________________________________________

The discussion will be in closed session, not open to the public, unless before the meeting the Library Director receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Notice Date: _______ Signed: _____________________

(title) ____________________
**Conscientious Employee Protection Act**

"Whistleblower Act"

**Employer retaliatory action; protected employee actions; employee responsibilities**

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
   a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
   b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
   c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
      1. is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
      2. is fraudulent or criminal; or
      3. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

**CONTACT INFORMATION**

The following contact person has been designated to answer your questions or provide information regarding your rights and responsibilities under this act (N.J.S.A. 34:19-4):

Primary Contact: 
Address: 
Telephone Number:

**This notice must be conspicuously displayed.**

Once each year, employers must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.
La Ley de protección al empleado consciente
“Ley de protección del denunciante”

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
   a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
   b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
   c. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
      (1) viola alguna ley, regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de la atención inadecuada al paciente;
      (2) es fraudulenta o delictiva; o
      (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)

2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleador tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en que el empleador teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

La persona siguiente para ha sido designada a contestar sus preguntas o, proporcionar información adicional relacionada con sus derechos y responsabilidades según lo indica esta ley (N.J.S.A. 34:19-4):

- Nombre:
- Dirección:
- Número de teléfono:

Este aviso se debe exponer a la vista de todos.

Una vez por año, los empleadores deben de distribuir un aviso de esta ley a sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832. Posiblemente, una carga nominal puede ser cobrada.
Woodbury Public Library Employee Complaint Form

NAME: ____________________________ DEPARTMENT: ____________________________

TITLE: ____________________________ SUPERVISOR: ____________________________

Date_______

Attach additional sheets if necessary to fully complete all questions

Time period covered by this complaint: __________________________________________

Individuals who allegedly committed the acts being complained of:
____________________________________________________________________________
____________________________________________________________________________

Describe the nature and dates of the acts allegedly committed by each individual:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Identify all persons with knowledge of the complained conduct:
____________________________________________________________________________
____________________________________________________________________________

Are there any documents or other evidence that supports the occurrences described above?
____________________________________________________________________________
____________________________________________________________________________

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.
____________________________________________________________________________

____________________________________________________________________________
Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

__________________________________________________________________________

__________________________________________________________________________

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What is your requested remedy for this complaint?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: ____________________________________________________________ DATE:

________________________

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: ____________________________________________________________ DATE: ________________
Woodbury Public Library
33 Delaware St., Woodbury NJ 08096
Employment Application:

Applicant Information:

Name (Last, First, Middle):
___________________________________________________

Address:
___________________________________________________

City/Town:
___________________________________________________

Phone (Work): (     )____________________    (Home): (     )________________________

Social Security Number: _____ - ____ -______

Position applied for: ____________________________________________

Have you ever applied to the City before: ____ Yes ____ No   If yes, give date___________

Date you can start: ______________________ Salary desired:____________________________

Are you available to work: ____ Full time____ Part time____ Shift work ____ Temporary

Are you currently employed: ___Yes ____No      May we contact you at work: ____Yes ____No

May we contact your current employer: ____ Yes ____No

Are you currently on layoff status and subject to recall: ____Yes ____No

Do you possess a current driver’s license: ____Yes ____ No

Do you possess a current commercial driver’s license: _____ Yes ______ No

Please list any endorsements: ____________________________________________

If you are under eighteen years of age, can you provide proof of eligibility to work:__Yes ___No

Are you legally eligible to work in the United States of America: ___Yes ____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense:
____ Yes ____ No

Employment is conditional upon the results of the criminal background check. An answer of “Yes” may
disqualify you from employment depending upon the circumstances involved. If “Yes”, please explain
below.

The City is an Equal Opportunity Employer M/F
Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Date started</th>
<th>Date left</th>
<th>Work performed/ responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

**Job Title:**

Starting Salary:

Final Salary:

Reason for leaving:

Supervisor’s name and phone number:

May we contact for a reference: Yes No

<table>
<thead>
<tr>
<th>Employer</th>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

**Job Title:**

Starting Salary:

Final Salary:

Reason for leaving:

Supervisor’s name and phone number:

May we contact for a reference: Yes No

**Comments:**
**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

<table>
<thead>
<tr>
<th>School</th>
<th>Years completed: (Circle)</th>
<th>Graduated: (Circle)</th>
<th>Major Field:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High:</td>
<td>1 2 3 4</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td>1 2 3 4</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>1 2 3 4</td>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>

**Languages:** List any foreign languages you know and indicate your level of proficiency.

<table>
<thead>
<tr>
<th>Language:</th>
<th>Speak Some:</th>
<th>Speak Fluently:</th>
<th>Read:</th>
<th>Write:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Comments & Additional Information:** Is there any additional information about you we should consider?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

<table>
<thead>
<tr>
<th>Name &amp; Address:</th>
<th>Phone Number:</th>
<th>Years Known:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Understandings and Agreements:
As an applicant for a position with the City, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the City later discovers that information on this form was incomplete, untrue, or inaccurate. I give the City the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the City the right to secure additional job-related information about me. I release the City and its representatives from all liability for seeking such information. I understand that the City is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the City will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the City may terminate me at any time in accordance with its established policies and procedures. No representatives of the City may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant’s Signature ________________________________ Date __________________
Voluntary Affirmative Action Information
You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

Applicant Information:
Name: ____________________________________________
Address: __________________________________________
City/town: ________________________________________
Phone: (       ) __________________

Position Applied For: ______________________________________

How did you learn about this position?  __Advertisement __Employment Agency __Friend __Relative __Walk-in __Other (Explain) __________________________

Information Regarding Status:
Gender:_____Male
        _____Female
Equal Employment Opportunity identification groups:
        _____White
        _____African-American (non-Hispanic)
        _____Hispanic
        _____American Indian/Alaskan native
        _____Asian/Pacific Islander
        _____Other __________________________
Other protected Groups:  
        _____Individual with a disability
        _____Vietnam-era veteran (served between 1964 and 1975)
        _____Disabled veteran

For City use only
Hired: __Yes __No  Position ____________________________ Date
_____________________

Which EEO job classification best describes the position for which the applicant applied?
2. Professionals  5. Office and clerical workers  8. Laborers (unskilled)

City Official________________________________ Date________________________
### Results of interview

**Interviewer:**

___________________________________________________

**Date:** ____________________ **Time:** ________________
<table>
<thead>
<tr>
<th>Category</th>
<th>It is discriminatory to inquire about:</th>
<th>Some examples of acceptable inquiries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>a) The fact of a change of name or the original name of an applicant whose name has been legally changed</td>
<td>Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant’s qualifications)</td>
</tr>
<tr>
<td></td>
<td>b) Maiden name</td>
<td></td>
</tr>
<tr>
<td>Birthplace and Residence</td>
<td>a) Birthplace of applicant</td>
<td>a) Are you in the United States on a visa, which prohibits you from working here?</td>
</tr>
<tr>
<td></td>
<td>b) Birthplace of applicant’s parents</td>
<td>b) Are you either a US citizen or a permanent resident alien?</td>
</tr>
<tr>
<td></td>
<td>c) Requirement that applicant submit birth certificate, naturalization or baptismal record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Own home, rent, board or live with parents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Citizenship</td>
<td></td>
</tr>
<tr>
<td>Creed and Religion</td>
<td>a) Applicant’s religious affiliation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Church, parish, or religious holidays observed by applicant</td>
<td></td>
</tr>
<tr>
<td>Race or Color</td>
<td>a) Applicant’s race</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Color of applicant’s skin, eyes, hair, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Driver’s license number</td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td>a) Photographs with application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Photographs after interview, but before a hiring</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>a) Date of birth or age of applicant</td>
<td>Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age</td>
</tr>
<tr>
<td></td>
<td>b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Driver’s license number</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>a) Applicant’s mother tongue</td>
<td>Language applicant speaks and/or writes fluently (only if job related)</td>
</tr>
<tr>
<td></td>
<td>b) Language commonly used by applicant at home</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) How the applicant acquired ability to read, write, or speak a foreign language</td>
<td></td>
</tr>
<tr>
<td>Relatives</td>
<td>Name and/or address of any relative of the applicant</td>
<td>Name and address of person to be notified in case of accident or emergency</td>
</tr>
<tr>
<td>Military Experience</td>
<td>a) Applicant’s military experience in other than United States Armed Forces</td>
<td>a) Military experience of applicant in Armed Forces of United States only when used for employment history</td>
</tr>
<tr>
<td></td>
<td>b) National Guard or Reserve Units of applicant</td>
<td>b) Whether applicant has received any notice to report for duty in Armed Forces</td>
</tr>
<tr>
<td></td>
<td>c) Draft classification or other eligibility for military service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Applicant’s whereabouts during periods of armed conflict</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Dates, conditions and type of discharge</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>It is discriminatory to inquire about:</td>
<td>Some examples of acceptable inquiries:</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Organizations</td>
<td>Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs</td>
<td>Membership in a union, professional or trade organization</td>
</tr>
<tr>
<td>References</td>
<td>The name of applicant’s pastor or religious leader</td>
<td>Names of persons willing to provide professional and/or character references for applicant</td>
</tr>
<tr>
<td>Sex and Marital Status</td>
<td>a) Sex or marital status or any questions which would be used to determine same</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Number of dependents, number of children</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Spouse’s occupation</td>
<td></td>
</tr>
<tr>
<td>Arrest and Conviction Record</td>
<td>The number and kind of arrests of an applicant</td>
<td>Convictions which bear a relationship to the job</td>
</tr>
<tr>
<td>Height and Weight</td>
<td>Any inquiry into height or weight of applicant</td>
<td></td>
</tr>
<tr>
<td>Physical Disabilities</td>
<td>Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)</td>
<td>Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)</td>
</tr>
<tr>
<td>Education</td>
<td>Whether or not the applicant is a high school graduate</td>
<td>a) Show highest grade completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Detail your educational background</td>
</tr>
</tbody>
</table>
(Local Unit Name) PERFORMANCE APPRAISAL

| EMPLOYEE NAME: | ______________________________  | SUPERVISOR: | ______________________________ |
| DEPARTMENT/JOB TITLE: | ______________________________  | DATE OF HIRE: | ______________________________ |
| PRESENT REVIEW DATE: | ______________________________  | LAST REVIEW DATE: | ______________________________ |
| TIME IN POSITION (YRS.): | ______________________________  |

Use the Comments section to note goals being appraised and to provide future goals.

**Overall Rating (circle)**

1 – Does not meet minimum standards  2 - Needs Improvement  3 – Meets Job Requirements  4 – Exceeds Expectations

**TRAINING/ JOB KNOWLEDGE:** Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.

| ☐ Lets certification expire. No desire to improve skills. Insufficient knowledge and understanding of the job. | ☐ New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge. | ☐ Fully understands job responsibilities. Maintains needed certification. Can operate all equipment required to perform his or her job. | ☐ Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations. |
| Comments: | | |

**PERFORMANCE:** Consider dependability, communication skills, and the quality and quantity of work based on established standards.

| ☐ Frequently damages government property and/or equipment. Work not up to expectations. | ☐ Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected. | ☐ Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors. | ☐ Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible. |
| Comments: | | | |

**WORK CONDUCT:** Consider employee’s interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.

| ☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers. | ☐ Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner. | ☐ Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code. | ☐ Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way. |
| Comments: | | | |

**COOPERATION:** Consider teamwork, or the ability to work with others in a cooperative and productive manner.

| ☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances. | ☐ Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others. | ☐ Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed. | ☐ Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork. |
| Comments: | | | |

**SAFETY:** Consider the respect shown for self, co-workers and public.

| ☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions. | ☐ Sometimes disregards safety procedures or misuses equipment. | ☐ Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards. | ☐ Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements. |
| Comments: | | | |
**CUSTOMER SERVICE:**  Consider responsiveness to public the needs and requests.

- ☐ Responds inappropriately to questions, requests, or situations.
- ☐ Occasionally does not respond tactfully or completely.
- ☐ Exhibits courtesy and tact. Answers questions or refers to the appropriate party.
- ☐ Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information.

Comments:

**JUDGMENT:**  Consider ability to produce quality work in a cost conscious manner without needing guidance from manager.

- ☐ Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.
- ☐ Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems.
- ☐ Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes.

Comments:

**ATTENDANCE:**  Consider absenteeism and punctuality.

- ☐ Frequently arrives to work late. Excessive absenteeism beyond allotted time.
- ☐ Occasionally arrives late. Uses nearly all allotted sick time each year.
- ☐ Always arrives on time. Takes an average amount of sick time.
- ☐ Always prepared for work. Highly reliable attendance.

Comments:

**VOLUNTEER:**  Consider willingness to volunteer at work and in the community.

- ☐ Never volunteers to help. Puts down others who do volunteer work.
- ☐ Usually not interested in volunteering for projects, teams, etc.
- ☐ Willing to volunteer if asked to volunteer.
- ☐ Actively seeks opportunities to volunteer at both work or in the community.

Comments:

**DIRECTING WORK:**  Consider planning, organizing, problem solving, leadership, and supervisory skills.

Does this person have supervisory responsibilities?

[ ] All the time as part of job requirement.
[ ] Supervises on an as needed basis.

- ☐ Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.
- ☐ New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor.
- ☐ Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example.
- ☐ Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems.

Comments:

**EMPLOYEE COMMENTS:**

I have reviewed the appraisal and discussed its contents with my supervisor.

**EMPLOYEE SIGNATURE:** ____________________________  **DATE:** ____________________________

**SUPERVISOR SIGNATURE:** ____________________________  **DATE:** ____________________________
Woodbury Public Library COUNSELING ACTION PLAN

EMPLOYEE NAME: ___________________________ DATE: __________________

DEPARTMENT: ___________________________ POSITION: __________________

I met with the above employee to discuss performance regarding the following problem(s):

This is a ☐ verbal, ☐ written, ☐ final meeting with this employee concerning this matter.

State the reason for the counseling session:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Employee’s performance is not acceptable for the following specific reasons:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Employee must achieve the following goals in order to reach acceptable standards:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Employee should reach these goals by:

☐ Immediately

☐ Employee is on a probationary status and will be re-evaluated on ____________________

☐ Employee is Suspended: Dates: ____________________

Consequences of failure to improve or achieve goals:

☐ May result in further disciplinary action, up to and including termination.

☐ Termination.

Employee’s Comments:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: _______________________________   Date: ________________

Department Head Signature ___________________________ Date: ________________

City Administrator Signature: __________________________ Date: ________________
Woodbury Public Library EMPLOYEE EVALUATION CHECKLIST

☐ BE PREPARED

• Know the objectives and goals of the meeting.

☐ TIME AND PLACE

• Choose a quiet, private spot with as few interruptions as possible.

☐ CONDUCTING THE INTERVIEW

• Create a positive environment and help the employee feel at ease.
• Give balanced feedback, both positive and negative, but start with the positive.
• Focus on the job, NOT the person.
• Ask questions and allow the employee to provide feedback.
• When discussing areas for improvement, discuss methods and objectives for improving.
• Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

☐ CONCLUSION

• Summarize and review the important points of the discussion.
• Restate the action steps that have been recommended and provide a time frame for completion.
• Make sure employee reviews the appraisal and provides comments.
• Have employee sign the acknowledgement that the employee has read the appraisal (does not signify agreement with the content).

☐ FOLLOW-UP

• Follow-up with the employee to see how plans are proceeding within the given time frames.
• Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles.
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Workers Compensation Policy, 47
Receipt for Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of City’s Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor or the City Administrator. I understand that the City is an "at will" employer and consistent with applicable Federal and State law (as well as applicable bargaining unit agreements), employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City 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 the City’s personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the City 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 it to the City Administrator.

Date: ________________________________

Signature: _____________________________

Print Name: ___________________________

Department: __________________________