The Brookfield Library
Policy 300: Personnel Policy

Introduction

The Brookfield Library is a department of the government of the Town of Brookfield. Its Board of Trustees is appointed by the town’s Board of Selectmen, the majority of its operating funds derive from a tax appropriation from the operating budget of the Town of Brookfield, its revenues and expenditures are processed through the municipal Treasurer’s Office, and its property is town property. Accordingly, library employees are considered employees of the Town of Brookfield. For this reason, the library’s personnel policy is based on and substantially conforms to the Town of Brookfield Non-Union Personnel Rules and Regulations (latest revision), herein referred to as “Town policy.”

However, a separate personnel policy for The Brookfield Library, one reviewed and approved by the Library Board of Trustees, has been established for two (2) reasons:

1. Section 11-33 of the Connecticut General Statutes designates the library board of trustees of each municipality in the state as the sole hiring and firing authority for employees of that municipality’s public library.

2. Some employment conditions experienced by library employees (e.g., evening and weekend work) are not common to all town employees. When necessary, this policy speaks to those unique situations.

Therefore, all employees of The Brookfield Library are covered by the provisions of the Town’s Personnel Policy. Areas of the Personnel Policy that apply to ALL Town employees are not included in this policy. This policy covers areas that are specific to the Library.

Section 1: Recruitment And Hiring

1.1 When a need arises in the library for new or additional personnel, the Library Director will recruit applicants through a review of applications on file, consideration of current employees, advertising in newspapers which have a wide circulation in the Town of Brookfield, advertising in regional and statewide library professional resources, in appropriate online resources, and posting on bulletin boards in town government facilities. Advertisements shall specify the library as an Equal Opportunity Employer, in accordance with the town’s Affirmative Action Policy Statement.

1.2 Resumes, application forms, and written references will be submitted to the Town’s Human Resources Department.

1.3 Interviews will be conducted, at which time the Library Director (along with the library department supervisor, a library professional from another library, and/or a trustee, if the Library Director so desires) will meet with the candidates individually, and a final choice will be made.

1.4 Under Connecticut General Statutes, Section 11-33, the Library Board of Trustees is authorized to appoint and dismiss all employees of the library, an authority delegated by the Board to the Library Director. The Library Director shall give notice of each appointment or dismissal to the Library Board, as well as to the town’s Personnel Director.
and First Selectman. The First Selectman will, in turn, give notice of each hiring or dismissal at the library to the Board of Selectmen at its next meeting.

Section 2: Categories Of Employment

2.1 Library employees will be considered to belong to 1 of 3 employment categories: full-time, part-time, or temporary.

2.2 Full-Time Employees: Any employee who is appointed to a position that officially requires him/her to be at his/her work station for 35 or more hours per week will be designated as a full-time employee. He/she will be entitled to all benefits provided by the town. This policy also applies to full-time employees during the probationary period, as specified elsewhere in this policy.

2.3 Part-Time Employees: Any employee who is appointed to a position that officially requires him/her to be at his/her work station for less than 35 hours per week will be designated as a part-time employee. Part-time employees may receive certain prorated fringe benefits, as described elsewhere in this policy, as specified in Town policy.

2.4 Temporary Employees: Temporary employees work when services are needed by the library. These employees may work at permanent positions but are not eligible for benefits. Temporary employment will not exceed 12 weeks in any calendar year.

Section 3: Probationary Period

3.1 During the 90-day probationary period of any new employee, the Library Director may terminate his/her employment if it is determined that such employee is unfit or unable to satisfactorily perform the duties or services for which he/she was employed, or is otherwise unqualified to continue in the position.

3.2 Current employees who assume new positions within the library (i.e., to any other job title) will serve a probationary period of 60 working days. In the event any such employee is unable to complete successfully the said 60-day probationary period, he/she will be returned to the former position held.

3.3 Four (4) weeks before the end of an employee’s probationary period, the Library Director will submit to the Library Board and the town’s Personnel Director a written performance report, recommending continued employment or dismissal. Such report and its approval are a definite prerequisite for continued employment and the privileges that accompany it. During the probationary period, the Library Director and the appropriate library department supervisor will inform the employee when he/she is not performing satisfactorily and is not meeting probationary test period requirements.

Section 4: Hours Worked

4.1 Employees of The Brookfield Library will work hours established by the Library Director or his/her designee. Once set, there will be no deviation from the established schedule for any individual without prior approval by the Library Director or his/her designee.
Section 5: Payroll Records
See Town policy.

Section 6: Overtime

6.1 In order to attain ultimate efficiency in the operation of the library and to provide the best possible service to the public, it will at times be essential for the Library Director and the library's salaried (“exempt”) department supervisors to work a schedule which demands their presence over and above 35 hours per week (e.g., attendance at meetings, library programs, etc.). This overtime will be considered as part of the duties of the position and not ordinarily eligible for compensation in equivalent time off or pay.

6.2 The Library Director may grant equivalent time off to any salaried employee who has worked frequent or long overtime without compensation in pay.

6.3 Hourly (“non-exempt”) employees will be compensated at a rate of time-and-one half for hours worked in excess of 40 hours in a single week. Compensatory time off will not be an option. Overtime work which will result in time-and-one half compensation must be approved in advance by the Library Director.

Section 7: Causes Of Disciplinary Action

7.1 The Library Director may reprimand, demote, withhold pay increases, suspend, dismiss, or otherwise discipline an employee for reasons such as, but not limited to, the following, and interpretation of the following will be left to the discretion of the Library Director:
   A. Violation of any section of these regulations
   B. Violation of any Town personnel policies
   C. Dishonesty in the performance of duties
   D. Consumption of alcohol or the use of illegal drugs on the job
   E. Recklessness or negligence on the job
   F. Inefficiency
   G. Habitual tardiness or absenteeism
   H. Performing services for others during working hours
   I. Refusal to perform a normal quantity or quality of work
   J. Failure to obey a reasonable order, either written or oral, provided that nothing in this subsection will be construed to require an employee to commit an unlawful act
   K. The use of abusive language to a supervisor, other Library or Town staff, and/or to the public
   L. Conviction of a crime involving moral turpitude
   M. Fraudulently obtaining sick or injury leave
   N. Any other conduct materially impairing the efficiency with which the library provides services to the public

Section 8: Disciplinary Action

8.1 Types of disciplinary action will be left to the discretion of the Library Director and will include oral warning, reprimand, suspension, or dismissal:

   Oral warning: An oral warning from the Library Director or his/her designee to the
employee, identifying the employee’s deficiency, will be the first level of disciplinary action.

Reprimand: In situations where an oral warning has not resulted in expected improvements, where more severe action is warranted, or where the employee receives an unsatisfactory probationary evaluation, a written reprimand will be sent to the employee, and a copy will be placed in the employee’s personnel folder.

Suspensions: Suspension may take place if the employee does not make a positive and constructive response to the written reprimand. This suspension must be outlined in writing to the employee, specifying reasons for suspension and dates of start and completion of suspension. A copy of the letter of suspension must be forwarded to the town’s Personnel Director.

Dismissal: When the employee returns to work following the suspension, he/she should be given ample opportunity to respond to the requirements of the job by adopting a constructive attitude and making every effort to fulfill his/her obligations. If the employee does not respond satisfactorily, in the opinion of the Library Director, the employee is to receive a final letter with a final evaluation date specified. The employee may be dismissed after the specified date. A copy of the final notice letter must be forwarded to the Library Board and the town’s Personnel Director.

Note: In the event of a serious infraction, the library reserves the right to omit any or all of the above disciplinary steps and immediately suspend or discharge the employee.

Section 9: Appeals

9.1 If an employee wishes to appeal a disciplinary action, he/she shall notify the Library Director, the Chairman of the Library Board, or the Town’s Human Resources Director within 5 working days of the disciplinary action. The employee is then entitled to a meeting with the Library Director, the Chairman of the Library Board, the Town’s Human Resources Director, and any other representatives deemed necessary.

Section 10: Separations

See Town policy

Section 11: Resignation

See Town policy

11.1 An employee desirous of leaving the library’s employ will file with the Library Director, at least 2 calendar weeks before leaving, a letter of resignation stating the effective date and the reason(s) for leaving. This letter will be forwarded to the Town’s Human Resources Director for placement in the employee’s personnel file.

Section 12: Layoff

12.1 When a position is discontinued or abolished because of a change in duties, reorganization, lack of work, lack of funds, or any other reason, the Library Director will submit a report to the Library Board, together with a recommendation as to the employee to be laid off. The
Library Director will determine the order of layoff of employees on the basis of the relative suitability for the jobs that remain and the length of continuous service with the library.

12.2 Employees who are being laid off will be notified in writing at least 2 calendar weeks prior to the effective date.

Section 13: Retirement
See Town policy

Section 14: Insurance
See Town policy

Section 15: Increases in Salary/Wages

15.1 Any step and/or merit increases will be granted according to the employees’ salary range schedule adopted by the Board of Selectmen. Employees’ records will be reviewed and evaluated by the Library Director prior to recommendation for a salary, wage, or merit increase.

Section 16: Vacation
See Town policy.

16.1 Employees must-schedule vacations with the Library Director at least 2 weeks in advance (except in the case of an emergency), with preference normally being given in order of seniority. Requests for vacation must be submitted electronically to the Town Finance Department using the ESS MUNIS system, or the current system.

16.2 The Library Director will schedule his/her vacations with the Library Board. Requests for vacation must be submitted electronically to the Town Finance Department using the ESS MUNIS system, or the current system.

16.3 To ensure continuous, adequate staffing of the library, the Library Director may enforce an administrative policy that no more than 2 employees can be absent on vacation leave at the same time. Under these circumstances, an employee who wishes to take vacation leave at the same time that 2 other employees are scheduled to take vacation must either move his/her request to another time or else take the time off without pay, so that a substitute worker can be hired to fill in.

16.4 All vacation is approved by the Library Director subject to the needs of the library. In case of emergency, vacation approvals may be cancelled. Notwithstanding this provision, no vacation leave request will be denied unreasonably.

Section 17: Holidays

17.1 The following holidays will be observed by all full-time employees, and will be granted with pay:

- New Year’s Day
- Labor Day
- Martin Luther King Day
- Columbus Day
Lincoln’s Birthday  
Veterans’ Day  
Presidents’ Day  
Thanksgiving Day and the day after Thanksgiving  
Good Friday  
Christmas Day  
Memorial Day  
Independence Day  
and any day decreed by the Governor as a state holiday.

Holidays will be observed as officially designated. When a holiday is designated on a Saturday, it will be celebrated on the preceding Friday. When a holiday is designated on a Sunday, it will be celebrated on the following Monday. If, at the sole discretion of the First Selectman, additional paid time off is granted on the day before or after Christmas or New Year’s Day, such paid time off will be granted to full-time employees at the library. Part-time employees will be granted in accordance with the Non-Union Personnel Policy.

**Section 18: Personal Time And Sick Leave**

18.1 Full-time employees will be entitled to 4 personal days in any calendar year.

**Section 19: Leave Of Absence**

19.1 The Library Board of Trustees may grant a leave of absence without pay to any employee, upon written request of the Library Director, for a period not to exceed 1 year. Upon expiration of an approved leave of absence without pay, and if so requested by the employee, the employee will be reinstated to the position held at the time the leave was granted, if a vacancy exists.

**Section 20: Jury Duty**

See Town policy.

**Section 21: Military Leave**

see Town policy

**Section 22: Compensation For Use Of Private Automobiles**

22.1 Employees who use their private automobiles for official business, as authorized by the Library Director, will be entitled to compensation at the rate established by the Board of Selectmen. Claims for mileage reimbursements must be submitted monthly for the previous weeks.

22.2 Employees must submit their compensation claims to the Library Director, who will in turn submit them to the Finance Department for payment.

**Section 23: Records**

23.1 The town’s Human Resources Director will be responsible for maintaining all personnel records, including the original application for employment, resume, results of all tests and examinations taken and required to demonstrate qualifications, the history of employment, current status and title, commendations, records of disciplinary actions, training, absentee records, resignation and notice from the Library Director upon separation, and all other
records which he/she may deem pertinent to the employee’s service. Said records will be maintained on a current basis for each employee.

**Section 24 (Validity) has been changed to Section 35**

**Section 25 (Equal Employment Opportunities) has moved to become Section 36**

**Section 26: Funeral (Bereavement) Leave**
see Town policy

**Section 27: Job Descriptions**

27.1 Each staff position will have written job description approved by the Library Board of Trustees. Staff members will be provided with copies of their own job descriptions, and they will have access to all other job descriptions in the library.

**Section 28: Performance Reviews**

28.1 The Library Director will conduct, or will direct his/her department supervisors to conduct, written evaluations, at least once per year, of the work performance of all staff members. The Library Director’s work performance will be evaluated in writing annually by the Library Board of Trustees.

28.2 The performance review process will include a personal conference, in which the employee may examine his/her written review and have the opportunity to ask questions and/or make comments. The Library Director may be present at any and all such conferences. The Library Director’s performance evaluation will be delivered at a conference with the Chairman of the Library Board. All written reviews and conference discussions will be considered confidential and not to be discussed by the Library Director or supervisor with other employees.

28.3 During the personal conference, an employee may disagree with his/her performance rating or parts thereof, and objections to or appeals of an unfavorable rating may be expressed in writing to the Library Director or, in the case of the Library Director’s evaluation, to the Library Board of Trustees.

**Section 29: Attendance At Conferences, Workshops, And Professional Meetings**

29.1 The Library Board of Trustees encourages staff members to be active in the American and Connecticut Library Associations, as a way of keeping current with new developments in librarianship. Through these associations, staff should also expect to contribute to the improvement of the library profession at the local, state, and national levels. As the budget allows, annual membership dues will be paid by the Library for the Director and full-time department head staff members.

29.2 The Library Board of Trustees encourages staff members to attend conferences, workshops, and professional meetings, and to pursue formal training in librarianship and other fields related to their work that will benefit the employee, the library, and the profession.
29.3 Time off with pay, and/or mileage reimbursements at the prevailing Town Hall rates, will be granted to staff members authorized to attend professional activities. The library also will contribute toward expenses, whenever possible.

29.4 With prior approval of the Executive Director, employees may attend conferences, workshops and meetings in subject areas pertaining to their work. Expenses, which the library may cover in whole or in part, depending on available funds, are limited to registration, meals included in the program, and transportation. Employees will be paid for travel time, when it falls during regular working hours. If an employee is traveling by airplane, train, bus or other means of transportation during hours s/he is not regularly scheduled to work, s/he will not be compensated for travel time.

29.5 Approval by the Director for conference or workshop attendance will be based on the library’s scheduled coverage and the inherent value of the event. Since the purpose of attending a professional conference or program is for its value to the library, a written report covering the meetings attended, the topics presented, and potential implications for the library should be given to the Director within five days of return. The Director will include such reports in his/her regular reports to the Library Board.

Section 30: Continuing Education

30.1 The Library Board of Trustees recognizes the fact that continuing education and staff development are essential to the effective performance of every library job, and should be encouraged for personnel at all levels. Improvements of library service to users is the primary purpose of continuing education. Library staff must continually update their education to develop and maintain the skills necessary to respond to the growing demands of the increasingly complex, modern library. Because more is expected of today’s library staff, the investment in professional development is an essential component of high quality library service.

30.2 In 1994, the Public Library Standards Task Force of the Connecticut State Library’s Advisory Council for Library Planning and Development (ACLPD) published Minimum Standards for Connecticut Principal Public Libraries. One of the standards in this document states “The library shall encourage, and provide paid leave for, all staff to participate in appropriate continuing education activities, subject to library operating needs”. Since that time, rapid technological and societal change have made it essential that library staff continually develop and maintain their knowledge and skills.

30.3 To support continuing education opportunities for the Library staff, training specifically required to enhance an employee’s skills will be paid by the library. Payment for optional training will be subject to the limitations of the library’s budget.

Section 31: Lunch/Rest Breaks

see Town policy

Section 32: Emergency Closings

32.1 Emergency closings are those caused by snow or ice storms, hurricanes, utility failure, or other natural emergencies or situations commonly referred to as “acts of God,” or those
created by events beyond the Library’s control.

32.2 During Town Hall business hours, the library will observe the same closings, delayed openings, and early closings as does the Town Hall.

32.3 Outside of Town Hall business hours, the Library Director (or, in his/her absence, the ranking staff member, as defined by the job descriptions) will authorize closings, delays, or early closings at times of severe weather conditions or other emergencies.

32.4 Library closings may be announced on local radio stations with their regular closing announcements. Staff will be notified of closings by telephone chain, text, email, or other technologies as soon as possible after a decision is made.

32.5 Whenever the library curtails hours due to severe weather conditions or other emergencies, compensation for full-time and part-time staff will conform to the payment policy followed by the Town Hall.

32.6 During less severe storms or emergencies, any employee who feels that he/she cannot get to work at all, cannot get to work on time, or must leave before the library closes, should notify the Library Director or his/her designee as soon as possible. Under these conditions, and subject to the Town policy:

- full-time employees must take that time off either as personal time or vacation time
- part-time employees who work 20 hours or more per week must take that time off either as sick time or unpaid time
- part-time employees who work 19 hours or less per week must take that time off as unpaid time

32.7 The library does not conform to school system emergency closings.

Section 33: Town Of Brookfield Personnel Provisions Not Covered In This Policy

33.1 Nothing contained in this policy will preclude library employees from receiving benefits, or from being subject to regulations not inconsistent with this policy, that apply to employees of the Town of Brookfield in general. These benefits and regulations include, but are not limited to, the town’s:

- Alcohol and Drug Abuse Policy
- Conflict of Interest Policy
- Electronic Mail and Internet Use Policy
- Electronic Mail Retention Policy
- Family and Medical Leave Policy
- Internet Use Policy for Public Computers
- Safety, Health, and Workers’ Compensation Policy
- Sexual Harassment Policy and Procedure
- Any other policy that applies to all Town employees

33.2 Copies of these town-wide policies can be obtained from the Library Director or the town’s Personnel Office.

Section 34: Employer Prerogatives
34.1 Nothing contained in this policy will give any employee the right to be retained in the employment of The Brookfield Library, or affect the right of the library to dismiss any employee.

Section 35: Review

35.1 This personnel policy may be amended at any time, and it must be reviewed for accuracy at least every 2 years, by the Library Board of Trustees.

Section 36: Validity

36.1 If any portion of this personnel policy is declared invalid or unconstitutional for any reason, such declaration of invalidity or unconstitutionality will not affect the other portions thereof, which will continue to be valid.

Section 37: Equal Employment Opportunities

37.1 The Town of Brookfield has stated, by a resolution of the Board of Selectmen on August 4, 1975, that “no person will be denied employment or promotion by the Town of Brookfield because of race, color, religion, country of origin, or sex.” This resolution was passed unanimously by the Selectmen, is endorsed by the Library Board of Trustees, and continues to be the basis for the employment policies of both the town and the library.

Adopted by the Library Board of Trustees, December 14, 1998
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