

PERSONNEL MANUAL OF THE JOINT FREE PUBLIC LIBRARY OF MORRISTOWN AND MORRIS TOWNSHIP

Chad Leinaweaver, Director

Joanne Fattrosso, Office Manager

Approved by the Board of Trustees

10/14/2019

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received and/or been given online access to a copy of the Personnel Manual of the Joint Free Public Library of Morristown and Morris Township ("Manual").

I further acknowledge that I have read all of the terms and policies of the Manual, and that I have had the opportunity to ask questions about the terms and policies.

I further acknowledge that I understand and agree to comply with the terms and policies set forth in the Manual.

I understand that neither the Manual nor signing this Acknowledgment creates a contract of employment between the Joint Free Public Library of Morristown and Morris Township and me, and that I am an at-will employee.

Employee Signature

Print Name

Date:

TABLE OF CONTENTS

General Disclaimer for all Employees	1
Organization of the Library	2
Mission Statement.....	4
History of the Library	5
Policy on Discrimination and Harassment.....	7
Accommodations for Disabilities	9
Employment Procedures	10
Calendar and Holidays	14
Compensation	15
Benefits	17
Leaves	20
Library Electronics.....	23
Travel	25
Termination of Employment.....	27
Grievance Procedures	28
Miscellaneous	29

EMPLOYEES PLEASE NOTE

GENERAL DISCLAIMER FOR ALL EMPLOYEES

THE PROVISIONS OF THIS MANUAL DO NOT CREATE A CONTRACT BETWEEN THE LIBRARY AND ANY OF ITS EMPLOYEES.

EMPLOYMENT WITH THE LIBRARY IS AT-WILL, WHICH MEANS YOU VOLUNTARILY MAY LEAVE YOUR EMPLOYMENT WITH THE LIBRARY AT ANY TIME FOR ANY OR NO REASON, AND THE LIBRARY MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE FOR ANY REASON NOT OTHERWISE PROHIBITED BY LAW. THE LIBRARY, IN ITS SOLE DISCRETION, MAY ALSO VARY FROM OR NOT FOLLOW ANY OF THE POLICIES AND PROCEDURES SET FORTH HEREIN.

Nothing in this manual shall be taken as a promise of guaranteed or continuing employment.

This manual replaces any personnel or employee handbook that may have been issued in the past.

ORGANIZATION OF THE LIBRARY

The Library is organized as a Joint Library under Article 2, Chapter 54 of Title 40 of the Laws of New Jersey and is supported by the income from its endowment, state aid, and tax revenues proportional to their relative ratable from Morristown & Morris Township. The Library budget is certified by the Board of Trustees and delivered to both municipalities by December 1st of each year. The budget must be approved by both municipalities and included in their budgets. A copy of the current year's budget is kept with the book of minutes.

The Library is governed by a Board of Trustees consisting of the Mayors of Morristown & Morris Township, the Superintendent of Schools of the Morris School District, and three citizens from each community appointed by the Mayor of each municipality for a term of five years. The Mayors and Superintendent of Schools may appoint alternates to serve in their absence.

The Board of Trustees meets once a month. The time for the meeting is set each year at the organization meeting in January. The Board currently holds its regular monthly meeting at the Library on the third Tuesday of each month at 6 p.m. The December meeting is held on the second Tuesday of the month. The meetings are open to the public.

The officers of the Board of Trustees are elected during each annual organization meeting. The role of the Board is to determine general Library policy. It is the role of the Director to administer those policies. The Director is the executive and administrative officer of the Library and is in charge of the Library under the direction and review of the Board of Trustees.

The minutes of the Board meetings are kept in a binder in the Local History Department. Advance announcements of regular meetings appear on the Library's Community Bulletin Board and are provided to two local newspapers and to the Clerks of the Town and Township.

The by-laws of the Library Board can be found in the front of the binder with the current year's minutes.

The Library is divided into seven Departments, each with its own areas of responsibility. With the exception of the Administrative Department, each Department has a Department Head who reports to the Director.

Director:

The Director, who is the chief administrative officer of the Library, manages the business of the Library, the Board of Trustees meetings, and heads the Library technology team. All departments report to the Director.

Administrative Department:

Responsibilities include: building maintenance, outreach programs, bookmobile services, accounting, payroll, and human resources.

Reference Department:

Responsibilities include: developing the reference and circulating book collections; answering reference questions (in-person, e-mail, telephone, and mail); purchasing online products; providing readers' advisory; monitoring Library equipment and software, as well as developing technology and conducting patron computer classes; and coordinating interlibrary loans. Department Head is a member of the Library technology team.

Local History and Genealogy Department:

Responsibilities include: maintaining, preserving, and increasing the collection of genealogical and historical materials (books, manuscripts, maps, works of art, and related ephemera); and researching questions (in-person, e-mail, telephone, and mail). Department Head is a member of the Library technology team.

Circulation Department:

Responsibilities include: greeting and directing the public (in-person and by telephone); checking-out and checking-in items; collecting fines; issuing library cards; organizing reserve materials; and managing items on hand.

Children's Department:

Responsibilities include: developing the Children's and Young Adult book collection; planning and holding programs for Pre-School through Grade 12 (story-times, book discussion, Library and Historic Morristown walking tours, etc.); and answering reference questions (in-person, e-mail, telephone, and mail).

Technical Services Department:

Responsibilities include: bibliographic access and control of all Library materials; physical processing and repair of all materials; deaccessioning of materials; and maintaining online catalog integrity. Department Head is a member of the Library technology team.

Periodicals/Audio-Visual Department:

Responsibilities include: developing, maintaining, and circulating the Library's periodicals (paper and microform) and audio and video format (compact discs, DVD's, books) collection; and providing media bibliographies for patrons.

**MISSION STATEMENT
JOINT FREE PUBLIC LIBRARY
OF MORRISTOWN AND MORRIS TOWNSHIP**

Our Library provides residents with reading materials, access to technology and continuing education, self-improvement, enjoyment and information. The Library is a location for the dissemination of state and local documents, New Jersey history sources, and materials that will support Historic Preservation research. We are the keystone for our two communities. Our mission is:

TO PROVIDE THE RESIDENTS of Morristown and Morris Township with current reading materials, programs and materials for continuing education, self-improvement, enjoyment, and information.

TO PROVIDE A LOCATION for the dissemination of state and local documents, New Jersey history sources, materials that will support Historic Preservation research for Morris area residents, and information pertinent to awareness of governmental, cultural, recreational and business activities in the local area, and to preserve these records for future generations in the Library's archives. We are committed to the historic preservation of the Morristown & Morris Township Library building located at 1 Miller Road in Morristown.

TO PROVIDE THE CHILDREN of Morristown and Morris Township with recreational materials and information sources that will stimulate and help improve reading skills and encourage the formation of a well-rounded individual. To communicate and cooperate with the Morris School District and other area schools and parents to encourage reading and to aid students in learning research skills that will be valuable to them in later life.

TO PROVIDE THE AGENCIES, ORGANIZATIONS, CLUBS AND OTHER GROUPS in the Town and Township with information that will meet their current needs.

HISTORY OF THE LIBRARY

The first library in Morristown was established in 1792. At that time, a group of interested citizens started the first circulating library with 97 members and 96 books. In 1848, a library was begun for the benefit of the apprentices of Morris County. The beginning collection of 1,500 volumes grew as it merged with the earlier organization. The Morrison Institute, founded in 1854, succeeded this library, but existed for only two years when it was destroyed by fire. Half of the collection was saved and passed on to the Morristown Library and Lyceum incorporated in 1866 by a special act of the legislature. An imposing building was erected on South Street near the Green in 1875. This institution was in the form of a stock corporation, and its certificates were widely distributed among hundreds of stockholders, who were permitted to loan two books at a time for four shares. Those who were not stockholders were obliged to pay \$3.00 per year for the privilege of borrowing books. An endowment fund started by the Trustees enabled them to make the library free in 1906. On February 12, 1914, the building was consumed by fire, and most of the 30,000 volumes were burned. The final year's report states that 12,102 persons had taken advantage of the Reading and Reference Rooms, and 28,608 books were issued for home reading.

A new corporation, the Morristown Library, was formed in 1916 to help renew the library facilities of the town. Grinnell P. Willis, whose portrait hangs in the present Circulation Room, presented to the citizens of Morristown the handsome Gothic building, which the library occupies to this day. On December 13, 1917, when the doors opened, the holdings numbered 8,000 volumes. Gifts and bequests enriched the book stock and helped to create a collection not normally found in a small town. Reference services and inter-library loans were an integral part of library service from the beginning. A children's librarian was added to the staff in 1918. The Morristown Library assumed charge of the administration of school libraries, both public and parochial, for many years. A branch was organized in Morristown High School in 1921. A library station was started in Neighborhood House in 1919 and at Morristown Memorial Hospital and All Souls' Hospital in 1924. Grinnell Willis added a new children's wing to the library building in 1930. Cooperation with the Morris County Library started in 1922 and continued until 1966.

By 1930, both Morristown and Morris Township began to contribute funds to the operation. Income from the Morristown Library and Lyceum provided adjunct financial aid. Library services had to be curtailed when gifts to the Library were reduced following the Depression and the Second World War.

In order to provide for the needs of a growing community and to insure adequate financial support, the Trustees decided that the Library should be brought under the joint control of the municipalities of Morristown and Morris Township. Following a referendum, which the court soon approved, the transfer of all real and personal property, as well as endowment funds, took place in January of 1966. The collection was transferred to the new Joint Free Public Library of Morristown and Morris Township, while the land and building were transferred to Morristown and Morris Township to be used for Library purposes. The then existing endowment was placed in a trust with the then First National Iron Bank as trustee. The new Joint Library received the income from these funds.

In 1971, the Library joined a local federation with Madison, Chatham, Berkeley Heights, New Providence, and Summit to promote interlibrary loan cooperation. The Morris-Union Federation (MUF), which now includes the Bernards Township Library, and the Drew, Fairleigh Dickinson and Saint Elizabeth Libraries, provides delivery of materials to all these libraries and encourages cooperation.

In 1979, a substantial endowment was left to the Library by Caroline Foster for certain specified uses for the Library's Local History Collection.

In October 1981, the Library joined with 39 other Morris County Libraries in the formation of MORE, an organization that allows residents of the county to borrow material from any participating library. All public libraries in the county are now members, and a county resident may use any county library by using a current, valid borrower's card from his or her home library.

In 1983, in connection with the Library building and renovation program, the Morristown and Morris Township Library Foundation was established. The purposes of the Foundation include raising money for the building program and support of the Library. In January 1987, the Court approved the substitution of the Foundation as the trustee of the endowment funds of the Library.

In April 1986, the Library went "on-line" with an automated circulation system shared by the members of MAIN, the Morris Automated Information Network.

The Library is now managed by a Board of Trustees consisting of four elected officers, the Mayors of Morristown and Morris Township (or their assigned alternates), the Superintendent of Schools of the Morris School District (or his or her assigned alternate), plus members of the community appointed by the Mayors. There are nine total members and inclusive of these are at least three members from each community.

Our free service area includes Morristown and Morris Township. Morristown occupies 2.95 square miles, and is surrounded by Morris Township (15.2 square miles). Morristown, the county seat of Morris County, has been the center of the area from the earliest times.

As this area continues to grow, the Library must strive to keep up with the demands of the residents of our communities. In 1986, a new addition doubling the space of the Library was open to the public. In 2006, another new addition was built and it holds the Media Department, the Children's Department, the fiction and non-fiction book collections, and a computer training room.

A scrapbook of the Library history dating back to 1917 is kept in the Local History collection.

POLICY ON DISCRIMINATION AND HARASSMENT

The Joint Free Public Library of Morristown and Morris Township is committed to maintaining an environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate discrimination or harassment of Library employees or Library patrons by anyone including any trustee, officer, supervisor, employee, vendor or patron of the Library.

Discriminatory harassment consists of, but is not limited to, unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or supposed characteristic, such as race, creed, color, national origin, nationality, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, or liability for service in the Armed Forces, or other grounds prohibited by law. The Library will not tolerate harassing conduct that interferes unreasonably with an individual's work performance or use of Library facilities, or that creates an intimidating, hostile, or offensive work or Library usage environment.

Sexual harassment deserves special mention to ensure that everyone understands what type of behavior is prohibited. Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specified traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body. For employees, unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of (a) interfering with or altering the terms or conditions of an individual's employment, or (b) creating an intimidating, hostile, or offensive working environment.

Everyone involved with the Library is responsible for helping to assure that we avoid discrimination and harassment. If a Library employee feels that he or she has experienced or witnessed discrimination or harassment, he or she is to report the incident immediately. The grievance procedure outlined on page 28 of this manual sets forth the process through which an employee shall raise his or her concerns: starting with the Department Head, then to the Director and then to the Board of Trustees. In the event the Department Head and/or Director is involved in the incident, the employee may by-pass that step and proceed to the person(s) next in line in the grievance procedure.

The Library forbids any form of retaliation against anyone who has in good faith reported discrimination or harassment or otherwise opposes employment practices he or she reasonably believes are discriminatory. The Library also prohibits retaliation against anyone because he or she cooperates or participates in an investigation by the Library regarding an alleged violation of this policy. If any employee feels he or she has been retaliated against for his or her involvement in a discrimination or harassment complaint, the employee should inform the Director or a member

of the Board of Trustees. Any employee found to have engaged in prohibited retaliation will be subject to disciplinary action, up to and including discharge.

The Library's policy is to investigate all such complaints thoroughly and promptly. To the extent practicable, the Library will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination or harassment has occurred, the Library's policy is to take effective and immediate measures to stop the conduct including such disciplinary measures up to and including immediate termination of employment for employees and suspension of Library privileges for Library patrons.

The Library may, from time to time, provide training on, among other things, its Discrimination and Harassment policy. Any time such a training program is provided, attendance will be mandatory. If an employee is not scheduled to work at the time the training is provided, a make-up session will be scheduled and participation will be required.

ACCOMMODATIONS FOR DISABILITIES

Employees with disabilities may be entitled to accommodations for those disabilities. Any employee who has a disability and who feels that he or she requires an accommodation to perform the essential functions of his or her position should bring the situation to the attention of the Director or the Board of Trustees. The Library will then engage in an interactive process to determine whether and what accommodations are reasonable and appropriate. An employee who is engaged in the interactive process with the Library may be required to suggest appropriate and reasonable accommodations and/or provide medical documentation supporting the need for the requested accommodation.

EMPLOYMENT PROCEDURES

A. FAIR EMPLOYMENT

The Library is an equal opportunity employer. All hiring decisions will be merit based.

B. APPLICATION PROCESS

All employees are hired with the approval of the Board of Trustees. Employees, other than the Director, are hired on the recommendation of the Director.

Before hiring, all applicants will be required to undergo a criminal background check. However, the criminal background check will not take place until the applicant's initial employment application process has been completed. The applicants will be notified of this and also will be notified of their rights pertaining to the Fair Credit Reporting Act.

Effective August 1, 2017, all applicants for the position of Bookmobile Driver will be required to undergo a Motor Vehicle Record Check. The applicants will be notified of this and also will be notified of their rights pertaining to the Fair Credit Reporting Act. All applicants also will be subject to the Acceptable Driving Record Policy set forth on 25 of this Manual.

In accordance with the provisions of N.J.S.A. 2C:51-2, a person who is convicted (1) under the laws of this State of an offense involving dishonesty or of a crime of the third degree or above or under the laws of another state or of the United States of an offense or a crime which, if committed in this State, would be such an offense or crime; or (2) of an offense involving or touching such office, position or employment, shall be disqualified from and ineligible for employment by the Library. "Involving or touching such office, position or employment" means that the offense was related directly to the person's performance in, or circumstances flowing from, the specific position or employment held by the person. This provision shall not be construed to restrict or preclude the consideration of a prior conviction of a crime or offense other than as specified above in connection with the evaluation of the qualifications of any applicant for employment with the Library.

Candidates for professional positions shall hold an MLS degree from an ALA accredited graduate school or its equivalent and hold or be eligible for Professional Librarian Certification in accordance with the requirements of the New Jersey State Board of Education.

C. **FAMILY MEMBERS**

Unless otherwise specified here, for purposes of this Manual, an employee's Family Member is defined as a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent, as those terms are defined by the New Jersey Paid Sick Leave Act, N.J.S.A. 34:11d-1, et seq. A Family Member shall also include an individual related to the employee by blood or whose close association with the employee is the equivalent of a family relationship

D. **NEPOTISM**

No Trustee or employee of the Library, or contractor or consultant for the Library, shall hire, supervise or act as the direct report to any Trustee, employee, contractor or consultant of the Library who is a relative. For the purpose of this policy, relatives include, but are not limited to, all members of the immediate family or spouse's immediate family including: spouse, domestic partner, civil union partner, parents, children, brothers, sisters, aunts, uncles, grandparents, grandchildren, step-relatives, nephews, nieces, cousins.

Where the only or best service provider or job candidate also is a person or entity covered under this policy, the Library Director may request Board approval to specifically override this general policy.

E. **EMPLOYMENT CATEGORIES**

There are four categories of employment, as described below. To the extent permitted by law, the Library reserves the right to reduce an employee's hours, change the employee's position, or move an employee from one Department to another. Such a change may result in a change of the employee's category of employment.

1. **Full-time Employees**

Full-time employees work 35 hours per week on an annual basis. They are entitled to all benefits offered by the Library.

2. **Reduced Hours Employees**

Reduced hours employees work fewer than 35 hours but 21 or more hours per week on an annual basis. They are paid for the hours worked and receive some prorated benefits.

3. **Part-time Employees**

Part-time employees work fewer than 21 hours per week on an annual basis, are paid for the hours worked, and are not eligible for any benefits.

4. Temporary Employees

Temporary employees are those whose employment will be terminated upon the completion of a specific assignment, and are paid for those hours worked. Temporary employees are not entitled to any benefits.

In addition to the aforementioned categories, the Library employees typically fall into one of two subcategories: (a) those who generally work the same days and hours from week to week ("fixed schedule"); and (b) those who generally work a flexible schedule, i.e., their days and hours change from week to week ("flexible schedule"). Whether an employee works a fixed or flexible schedule is at the sole discretion of, and may be changed from time to time by, the Department Head to whom the employee reports.

F. EVALUATIONS

The Director or appropriate Department Head typically evaluates the performance of all employees once a calendar (not anniversary) year. The evaluation process includes a written evaluation, as well as a discussion with the Department Head.

G. WORKWEEK

Each employee has an individualized work schedule designed to meet the needs of the Library in accordance with the number of hours scheduled to work.

The workweek for full-time employees is 35 hours.

The workweek runs Monday through Sunday. No employee shall work more than 35 hours during that period without prior approval from the Director.

H. SCHEDULES

Each Department Head creates the schedule for the department. Copies of these schedules are posted in the Administrative office. The Director should be notified immediately of any changes to the posted schedule.

I. BREAK TIMES AND MEALS

Break Time: A 15-minute (paid) break may be taken during every 3 ½ hour work period.

Meal Time: One hour (unpaid) lunch/dinner break must be taken after 5 hours worked.

Break and Meal Time may NOT be combined or used to shorten the workday. Break and meal times may also not be combined to leave early during early dismissal closings.

J. LATENESS

An employee who is not ready to work at the employee's assigned area at the scheduled time is considered late. Employees who anticipate being late should report this to his or her supervisor, first, or the Director, enough in advance so that the supervisor may arrange for a substitute. Employees shall report any unanticipated lateness as soon as possible and arrange to make up the time.

K. INCLEMENT WEATHER

In the event inclement weather requires the Library to close, the closing will be posted on the Library's website and announced on the Library's main telephone number. It is the responsibility of each employee to determine whether the Library is closed. Upon an inclement weather closing, employees who are scheduled to work will be paid for their assigned hours. Employees who requested paid time off prior to the closing announcement will still be charged the paid benefit time off as previously arranged.

If the Library is open, every reasonable effort should be made on the part of staff to work as scheduled. An employee who does not work as scheduled will be considered absent, and will have the time not worked deducted from accrued but unused vacation, personal, or compensatory time, or will not receive payment for the hours not worked.

CALENDAR AND HOLIDAYS

The Board of Trustees at its Annual Meeting each year determines the holiday schedule for that year. The schedule includes both days when the Library is closed and days when the Library is open. The total number of days will vary in different years depending on certain holidays, such as July 4, becoming part of a holiday weekend or not.

The effect of a holiday on an employee shall depend on the employee's schedule. If an employee is scheduled to work a day that, in that year, is recognized by the Library as a holiday, that employee will be paid for that day if the Library is closed or will be entitled to a compensatory day if the Library is open and the employee works that day. If an employee is not scheduled to work on a day scheduled as a holiday, that employee is unaffected by that day being a holiday.

Employees who come to empty the book drop during a holiday when the Library is closed will receive double time for the hours worked.

If a holiday falls during vacation time, it is counted as a holiday and not against vacation time. Holiday hours will not exceed hours normally scheduled for the day of the holiday.

On early dismissal days, the Library closes at 3:00 pm and only those employees who work that day receive the full pay benefit. Thus employees who take personal, vacation or sick time on those early dismissal days will be charged the full number of hours ordinarily worked despite the early closing. Employees normally scheduled for hours after the closing will also receive pay as if they worked their regular shift.

The Library is usually closed on the following holidays:

- New Year's Day
- Easter
- Memorial Day Weekend (Saturday, Sunday and Monday)
- July 4th
- Labor Day Weekend (Saturday, Sunday and Monday)
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The Library is usually open on the following holidays:

- Martin Luther King's Birthday
- Presidents' Day
- Good Friday

Early Dismissal Days:

- Thanksgiving Eve, close at 3:00 pm
- New Year's Eve, close at 3:00 pm

COMPENSATION

A. PAYDAY

Payday is every other Friday. A time sheet showing total hours worked per day is filled in by each employee on a daily basis. Normally there are 26 pay periods annually, but periodically there are 27 pay periods in a year. Full-time employees will have their biweekly fixed amount adjusted to reflect the 27th pay period.

The pay period ends on the Sunday prior to payday.

The State of NJ mandates that all employees have direct deposit.

B. SALARY ADJUSTMENTS

Any adjustment in salary or other compensation is based on evaluations by the Department Head and the Director with final approval by the Board of Trustees.

Salary adjustments normally are effective the first of each year, but employees may not be advised of their increases until the municipal budgets are approved by both Morristown and Morris Township. At that time, the salary increases are paid retroactive to the first of the year. Retroactive check deductions will include: all federal and state taxes, pension, contributory insurance and other deductions as assigned.

C. OVERTIME

The overtime and compensatory time policies are governed by the Fair Labor Standards Act of 1938, as amended.

Only non-exempt employees, as defined in the aforementioned statute, are entitled to compensation for overtime. Each job description will state whether the position is exempt or non-exempt. Full-time employees shall not work more than 35 hours per week without the prior written approval of their supervisors. Reduced hours employees shall not work more per week than their regularly scheduled hours without the prior written approval of their supervisor.

Overtime will be compensated as follows. For every hour worked by a full-time, non-exempt employee beyond 35 hours and up to 40 hours per workweek, the employee will receive one hour of paid time off. For every hour worked by a reduced hours, non-exempt employee beyond his or her regularly scheduled hours and up to 40 hours per workweek, the employee will be paid his or her regular compensation for each hour worked. For every hour worked in excess of 40 hours per workweek, the non-exempt employee will receive one-and-one-half hours of paid time off.

1. Exempt Employees

These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act. Exempt employees are not eligible to be compensated for overtime and, as such, are not entitled to compensatory time regardless of the number of hours worked in any work week. However, as a courtesy, Exempt Employees will receive one hour of compensatory time for each hour worked in excess of 35 hours, regardless of the number of excess hours worked. Earned compensatory time should be used within 30 days of the original hours worked or as approved by the Department Head.

2. Non-Exempt Employees

Non-exempt employees are not exempt from the overtime provisions of the Fair Labor Standards Act, and are eligible to receive overtime compensation as set forth above. "Hours worked" will not include time on vacation, personal leave, holidays, sick time, jury duty, bereavement leave, or any other leave of absence.

D. WEEKENDS

Saturday hours: All employees are paid straight time.

Sunday hours: Full-time, exempt employees will receive compensatory time off at the rate of time and a half for hours worked on Sundays. Full-time non-exempt, reduced hours and part-time employees will be paid at the rate of time and a half. Flexible schedule employees who choose to work Sunday in place of a weekday will be paid straight time.

BENEFITS

A. VACATION DAYS

Paid vacation leave is available to full-time and reduced hours employees.

Full-time employees with an MLS degree receive 140 hours of vacation leave per year.

Full-time non-professional employees receive vacation leave per year as follows:

1 through 3 years of service:	70 hours per year
4 through 5 years of service:	105 hours per year
5+ years of service:	140 hours per year

Reduced hours employees (21 hours or more per week) earn vacation leave on a prorated basis.

The change in entitlement takes effect on the 3rd or 5th anniversary, as the case may be. The vacation hours for that year are prorated based on the anniversary date.

Vacation leave shall be taken in blocks of at least one week unless approved by the Department Head and the Director. The timing of all vacation leave shall be approved by the Department Head and the Director and vacation leave should be requested at least one month in advance.

New employees may begin to use vacation leave after six months of service.

Except for employees in their first year of employment, vacation leave that is not taken does not carry over beyond December 31 of the year in which it is earned.

B. PERSONAL DAYS

In addition to observed holidays and vacation leave, full-time employees are allowed three extra paid days per year that may be used for personal business. When possible, these days shall be requested in advance.

Reduced hours employees earn personal days on a prorated basis.

Personal days that are not used do not carry over beyond December 31 of the year in which they are earned.

C. SICK DAYS

Full-time employees accrue paid sick leave at the rate of one day per calendar month. Reduced hours employees accrue paid sick leave on a prorated basis. Part-time and temporary employees accrue paid sick leave at the rate of one hour for every thirty hours worked, up to 40 hours per year. Sick time will not accrue during periods of leave from the Library. Employees may not use paid sick leave until after their 120th day of employment with the Library.

Full-time and reduced hours employees shall be entitled to carry over their accrued but unused sick-time. Part-time and temporary employees are entitled to carry over up to 40 accrued but unused hours per year. However, upon termination of employment for any reason, no employee will be compensated for any accrued but unused sick time.

Paid sick leave may be used for the following reasons:

- Time needed for the diagnosis, care, treatment of or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventative medical care for the employee;
- Time needed for the employee to aid or care for a Family Member or of the employee during diagnosis, care or treatment or, or recovery from, the Family Member's mental or physical illness, injury or other adverse health condition, or during preventative medical care for the Family Member;
- Absence necessary due to circumstances resulting from, or a Family Member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the Family Member: medical attention needed to recover from injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services related to the domestic or sexual violence;
- Time during which the employee is not able to work because of closure of the employee's workplace, or the school or place of care of a child of the employee, by order of public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a Family Member in need of care by the employee, would jeopardize the health of others; or
- Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

When ill, an employee should notify their Department Head and also call the employee line (973-538-6162) by 9:00 a.m. to report sick leave. If possible, state the length of absence. A doctor's note may be requested following an absence for illness. After an extensive sick leave, defined as five days or more, a physical examination at the Library's expense may be requested by the Director.

D. HEALTH INSURANCE

Health insurance is available to all full-time employees who work 35 hours per week on a yearly basis. Current full-time employees who are working 35 hours per week and change their status to fewer than 35 hours per week will not be eligible for health benefits. Employees who were working fewer than 35 hours but were receiving health benefits as of July 19, 2011, have been grandfathered in this provision.

All eligible employees will contribute to their health benefit cost as required by the Board of Trustees and/or the State of NJ. Currently the Library offers the New Jersey State Health Benefits Plan.

E. PENSION PLAN

Employee retirement is provided, if eligible, through New Jersey Public Employees' Retirement System (PERS) and the Defined Contribution Retirement Plan (DCRP). It is mandatory that all eligible, permanently appointed employees become members of the retirement system. Both employer and employee contribute. The annual contribution percentage is set by the State and is subject to change.

For further information, please speak with the Office Manager and/or seek further details at the NJ State website at: www.state.nj.us/treasury/pensions/

F. LIFE INSURANCE

Group Life Insurance eligibility is provided to employees who are under the State Public Retirement System. Please speak with the Office Manager and/or seek further details at the NJ State website: www.state.nj.us/treasury/pensions/

LEAVES

A. BEREAVEMENT LEAVE

After the completion of six months of employment, leave with pay not to exceed five consecutive days will be permitted, from the date of death or the day of the funeral, where absence is due to and necessitated by the death of an employee's (biological, adopted, foster, and step) child, parent, parent-in-law, sibling, grandparent and grandchild as well as an employee's spouse, domestic partner, civil union partner, and other individuals that the employee can show has a close relationship with the employee that is the equivalent of a familial relationship.

B. MEDICAL LEAVE

Eligible employees may be entitled to medical leaves in accordance with the New Jersey Family Leave Act, N.J.S.A. 34:11B-1, et seq., ("FLA") and/or the federal Family and Medical Leave Act, 29 U.S.C. 2601, et seq., ("FMLA"). Eligible employees who qualify for leaves under the FLA or the FMLA will be required to exhaust all paid leaves first, i.e., paid sick leave, vacation days, and personal days to the fullest extent of the law. Any period of an FLA or FMLA leave that extends beyond any paid leave period will be unpaid.

C. DOMESTIC VIOLENCE LEAVE

Eligible employees who are the victims of domestic or sexual violence, or whose immediate family members are the victims of domestic or sexual violence, may be entitled to protected leave under the NJ Safe Act, N.J.S.A. 34:11C-1, et seq.

D. MATERNITY/PATERNITY LEAVE

Employees seeking leave for the birth and care of a newborn child or for the placement with the employee of a child for adoption or foster care may be entitled to a six month period of leave. Employees will be required to exhaust all paid leaves first, i.e., sick days, vacation days, and personal days. Any remaining period of the leave will be unpaid. Request for such leave shall be made at least one month in advance with approximate dates given.

E. BENEFITS

Eligibility for and coverage under the group health insurance plan continues for the period of the qualified leave, subject to normal employee contributions.

F. REQUEST & APPROVAL

A request for leave must be made in writing to the Department Head and the Director. An employee is required to give 30 days' notice when a leave is foreseeable, and as soon as possible if the leave is not foreseeable. If advance notice is not possible, an employee should provide oral notice to the Department Head and Director, followed by the written request. All requests for leave will be reviewed by the Director.

G. DISABILITY INSURANCE

Temporary NJ State disability insurance coverage is provided for eligible employees who become sick or disabled for reasons other than work related reasons. Employees are not eligible to collect disability benefits until all accumulated sick, vacation and personal leave have been exhausted. See the NJ Department of Labor website: www.lwd.dol.state.nj.us/

Workers Compensation Insurance is carried by the Library to cover injuries received on the job. Sick leave is not used for time off due to work-related injuries.

H. OTHER LEAVES OF ABSENCE

At the Director's discretion, an employee may receive an unpaid leave of absence lasting up to four weeks. A leave of absence for more than four weeks may be granted only upon recommendation of the Director and approval of the Board of Trustees. Pension, contributory life insurance and health insurance (if applicable) must be paid by the employee during the period of this leave of absence. Payments can be made monthly or in advance. If payment is not received, the benefit will be cancelled.

I. JURY DUTY

Full time employees and reduced hours employees called to jury duty will be given a leave with full pay in lieu of any payment for juror service as provided for in N.J.S.A. 22A:1-1.1 for days spent serving on a jury. Due notice shall be given to the Department Head and Director. A copy of the Jury duty summons must be given to the Office Manager for payroll & record keeping.

J. ACADEMIC COURSE WORK

The Library is proud of the number of its past employees who have completed their education while employed at the Library, and it is the policy of the Library to encourage the educational goals of its employees. Any special arrangements as to hours worked

because of class schedules must be approved by the Director and Department Head before the beginning of the school term. The arrangements shall be subject to the overall requirements of the Library and availability of the other Library employees for those times.

K. PROFESSIONAL MEETINGS

Attendance at any professional meetings, workshop, conference, institute, etc., which has been authorized by the Director is considered part of the regular workweek. Authorization is required for each such meeting, workshop and conference. Approval to attend is based on the scheduling and staffing needs of the Library.

When possible, and upon submission of receipts, employees who are representing the Library at professional meetings and conferences may be reimbursed for applicable registration fees and reasonable hotel and meal costs incurred in attending said events.

LIBRARY ELECTRONICS

The Library's computer/internet/e-mail system ("Interactive System") is for Library purposes. The use of the Interactive System is a privilege, not a right. Users are expected to abide by generally accepted rules of network etiquette including, but not limited to, this policy. The Interactive System is maintained to facilitate Library communications. Under no circumstances may the Library's computers or other electronic equipment be used to obtain, view, or reach any pornographic or otherwise immoral, illegal or unethical Internet sites, nor may it be used in any manner inconsistent with any of the policies set forth in this Manual. Doing so may lead to disciplinary action up to and including termination of employment.

Viewing pornography or sending pornographic jokes or stories via e-mail is prohibited and may be considered sexual harassment and will be addressed according to the Library's sexual harassment policy. Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. These e-mails are prohibited at the Library. Sending or forwarding emails of this nature may result in disciplinary action, including but not limited to termination.

Any personal use of the Library's phone and computer systems should be incidental and should not detract from the time requirements of job responsibilities. The Library's computers, laptops, and the files they contain are the Library's property. Games, unauthorized software, and personal files are not to be loaded, stored, or accessed on the Library's computers.

There is no expectation of privacy on the Library's computer and telephone systems.

The Library owns any communication sent via e-mail or that is stored on Library equipment. The Director and other authorized staff have the right to access and monitor any material in your e-mail or on your computer at any time. The Library also reserves the right to monitor telephone usage, to restrict access to business-related websites, and to limit time spent on the Internet.

If you use a Library computer to access personal, password-protected web-based e-mail accounts, e.g., Gmail, Yahoo, AOL, etc., any e-mails you access may be automatically stored on the computer's hard drive. Any personal e-mails stored on a Library computer's hard drive will be subject to the Library's right to access and monitor addressed by this policy.

General standards for acceptable use of the Library's Interactive Systems:

- Responsible behavior with respect to the electronic information environment in general and the Library's Interactive Systems in particular at all times.
- Compliance with all applicable laws, rules and regulations, and with all other applicable Library policies.
- Truthfulness and honesty in personal and computer identification.

- Respect for the rights and property of others.
- Behavior consistent with privacy and integrity of electronic networks, electronic data, and electronic infrastructure and systems.

These rules apply to all users of the Library's Interactive Systems. These rules are not an exhaustive list of prescribed behaviors, but are intended to implement and illustrate the General Standards for the acceptable use of the Library's Interactive Systems, other relevant Library policies, and applicable laws, rules and regulations.

Except in specific, limited circumstances, all computer files maintained at the Library are for business and therefore accessible to all of the Library personnel with legitimate business reason for such access. No user of the Library's Interactive Systems shall restrict access to his/her computer files or otherwise seek to disable or prevent access to them.

Users should immediately notify the Director if they have identified a possible security problem such as a virus. Follow the virus protection software instructions on screen.

Users must avoid the inadvertent spread of computer viruses by following the Library's virus protection procedures if they download files from the Internet, through email or otherwise.

As technology evolves, questions will arise about how to interpret the standards expressed in this policy. As with all other policies, the Library reserves the right to amend this policy, in whole or in part, from time to time. Anyone having questions about this policy or its application to a particular situation should contact the Director.

TRAVEL

A. USE OF EMPLOYEE OWNED MOTOR VEHICLE

Each employee whose responsibilities involve the use of a motor vehicle and is willing to use his/her own motor vehicle shall:

1. Possess a valid operator's license; and
2. Have an Acceptable Driving Record, as defined below; and
3. Maintain automobile liability insurance in the amount of not less than \$300,000 combined single limit or split limits of not less than \$250,000/\$500,000 for Bodily Injury Liability and \$100,000 Property Damage Liability.

The Library assumes no responsibility for loss or damage to the employee-owned automobile during its use other than as set forth below.

In accepting a position with the Library that requires the use of the employee-owned vehicle, the employee consents to providing the Library with a current copy of his or her driver abstract history obtained from the state that has issued the employee's operator's license ("issuing authority"), or providing the Library with the information and consent the Library needs in order to directly obtain a copy of the employee's driver abstract history from the appropriate issuing authority.

The Library will consider reimbursement to an employee for Collision damage to an employee-owned automobile during use on Library business up to the lesser amount of the \$1,000 deductible on the employee's policy or the actual out-of-pocket expenses incurred by the employee. A copy of the accident report and automobile insurance policy must be submitted with a claim. However, if it is evident that the employee was driving recklessly or a traffic citation was issued against the employee, no reimbursement shall be provided. This shall include but not be limited to drug and alcohol use, speeding, use of radar detectors, and use of handheld devices.

Injury to the employee during an accident while on Library business is covered under Worker's Compensation.

B. ACCEPTABLE DRIVING RECORD

An Acceptable Driving Record is defined as the following (the points below represent New Jersey State Traffic Violation Points; violations from other states may be weighed differently according to that particular state and will be analyzed on a case-by-case basis):

1. Three (3) points or less in the immediate prior twelve (12) month period.
2. Four (4) points or less in the immediate prior twenty-four (24) month period.
3. Five (5) points or less in the immediate prior thirty-six (36) month period.
4. No violations or convictions that indicate the valid operator's license is/was denied, expired, suspended or revoked within the past five (5) years.
5. No indicators of a history as a persistent offender of traffic laws within the past five (5) years.
6. No drug or alcohol related convictions within the past five (5) years.

Multiple convictions for traffic offenses listed in the sections above and that occurred during time periods other than those specifically described above may render a driving record unacceptable. The Library retains the right to take into consideration a person's entire driving record, as made available by the issuing authority in determining an employee's eligibility to drive a vehicle for Library business.

An unacceptable driving record may result in denial of a position that requires the use of an employee-owned vehicle. Any exception to these procedures will be analyzed on a case-by-case basis.

C. MOBILE PHONE AND MOBILE ELECTRONIC DEVICES POLICY

All employees who are operating (a) an employee-owned vehicle for Library business, or (b) a Library-owned vehicle are strictly prohibited from using mobile phones or mobile electronic devices for any purpose while operating the vehicle, regardless of whether a hands-free device is used.

D. TRAVEL AND BUSINESS EXPENSES

Travel and business expenses shall be approved by the Director at least one month prior to the occurrence to be reimbursed. Employees will be reimbursed on an actual cost basis for authorized travel by public transportation and at the IRS-approved rate for authorized travel involving the use of an employee's automobile.

When applying for a business or travel reimbursement, an employee shall fill out a travel form, available in the Administrative Office.

TERMINATION OF EMPLOYMENT

A. IN GENERAL

Upon termination of employment, an exit interview may be conducted by the Administrative Office and recorded for inclusion in the employee's permanent file. Library keys and other Library property shall be returned when service is terminated. The last paycheck will include payment for any compensatory time earned in the last 30 days and not used prior to termination. No payment is made for any Vacation, Personal, and/ or Sick hours accrued and unused prior to termination.

B. RESIGNATION

A professional employee intending to resign shall notify the Director in writing at least four weeks in advance. Non-professional employees shall notify their department Head in writing at least two weeks in advance.

C. RETIREMENT

Retirement from the Library is governed by State pension law. Please refer to www.state.nj.us/treasury/pensions/

D. DEATH

In the event of death of the employee, the employee's survivors or estate will be paid the amount of any salary accrued to the date of death as well as salary for accrued but unused vacation leave and compensatory leave. Money due from the Library to a deceased employee will be paid to the beneficiary previously designated in writing by the employee, or in the absence of a designation, to the estate of the employee.

GRIEVANCE PROCEDURES

A grievance is any complaint, difference or dispute of an employee that arises out of or relates to employment and/or the cessation of employment with the Library.

Any grievance shall first be discussed with the Department Head. If it cannot be satisfactorily resolved, it shall then be discussed with the Director. In the event the Department Head is involved in the incident, the employee may by-pass that person and report the matter to the Director. In the event the Director is involved in the incident, the employee shall report the matter to any of the Trustees, in which case the Board shall review the grievance and make a determination, which shall be final.

If no resolution is obtained with the person to whom the matter initially is reported, the employee shall submit his/her written grievance to the person next in line (as described in the foregoing paragraph), who will strive to decide the matter within ten working days. That decision will be in written form.

In the event a grievance reaches the level of the Board of Trustees, the Board may appoint a Personnel Committee to hear the matter and report back to the full Board. Any Board decision will be presented in writing and is final.

No retaliatory measures will be taken against an employee who, in good faith, reports a concern or complaint.

MISCELLANEOUS

A. STAFF MEETINGS

Staff meetings shall be held once a month, generally the Thursday after the Board of Trustees meeting. Each department has the responsibility of hosting the meeting in its assigned month (setting up, making coffee, and cleaning up). All full-time employees shall attend.

Meetings of the Department Heads generally are held weekly.

B. TELEPHONE CALLS

Library telephones are for Library business. Personal calls shall be kept to a minimum. Employees may be asked to reimburse the Library for outgoing personal calls.

There is no expectation of privacy on the Library telephone system.

C. LOAN OF MATERIALS

No fines are charged to employees for overdue materials or reserves, but an effort shall be made to observe the material's loan period. Employees shall take their turn with the public when placing reserves.

D. DRESS

Recognizing that all employees are working with the public and representing the Library, they are expected to dress professionally and appropriately for their work assignment in accordance with their position.

E. SERVICE

The Library serves the public. Each patron shall be given friendly, courteous and prompt service. Employees shall show proper restraint and tact at all times. Difficult people or situations shall be brought to the attention of the Department Head or Director.

F. HONORARIUMS

An employee can retain an honorarium if it is offered in connection with Library activities and has been approved by the Director.

G. SMOKING

Smoking is prohibited in all public buildings including the Library and the Library grounds.

No employee will be discriminated against because he or she is a smoker.

H. STAFF ROOM

A staff room and kitchen are provided for the comfort and convenience of all employees. Employees are expected to cooperate in sharing these facilities and in keeping this area neat and clean.

I. NURSING BREAKS

Employees who are nursing mothers will be provided with the following: (a) a reasonable break time to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk; and (b) a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, to be used by the employee to express breast milk. These breaks will be unpaid time unless they otherwise correspond with paid break time to which the employee is entitled. Any employee who is a nursing mother and requires these accommodations shall make the necessary arrangements with the employee's Department Head.