
Personnel Policy

The purpose of this policy is to establish guidelines and rules for the library personnel concerning specific library related issues not covered in the Borough of Kutztown Employee Handbook or labor agreement, if applicable. The Kutztown Community Library (KCL) Personnel Policy does not supersede the Union Agreement for members of the AFSCME, District Council 88. The KCL Board of Trustees shall appoint a standing Personnel Committee to work with the Kutztown Borough manager and the Borough's Personnel Committee to address personnel policies and procedures.

1. Vacancies

- a. Vacancies must be advertised, indicating job responsibilities and qualification requirements.
- b. Director position: The KCL Personnel Committee shall review applications, interview candidates and make recommendations to the KCL Board. To help facilitate this process, the KCL Personnel Committee may enlist assistance from the following: the Borough Manager, other Borough personnel, and KCL librarians. The KCL Board shall then choose an applicant by majority vote. The applicant chosen by the KCL Board must be approved by Kutztown Borough Council before hiring.
- c. Staff positions: The Director shall review staff applications, interview applicants, and fill the position(s). The Director may ask for assistance from the KCL Personnel Committee during this process.
- d. KCL and the Borough of Kutztown are Equal Opportunity/Affirmative Action Employers.

2. Qualifications

- a. The Director shall meet the Commonwealth of Pennsylvania's certification requirements.
- b. The Director shall meet the job responsibilities and qualification requirements.
- c. Library staff shall meet the job responsibilities and qualification requirements.

3. Personnel Procedures

- a. Performance evaluations shall be conducted as follows:
 - i. The Director shall be evaluated on an annual basis by the KCL Personnel Committee with the opportunity for input by the Borough Manager and the Borough Personnel Committee.
 - ii. Library staff shall be evaluated on an annual basis by the Director with the opportunity for input by the KCL Personnel Committee.
- b. Grievances are to be communicated in writing through appropriate channels. Union members shall refer to the appropriate Collective Bargaining Agreement for procedures involving contractual grievances. Non-union members or union members with a non-contractual grievance, shall follow the procedures outlined below:
 - i. Director
 1. Step 1: The grievant shall submit the grievance in writing to the KCL Personnel Committee. The KCL Personnel Committee shall have ten days after the grievance is first presented to settle the matter. If no

satisfactory settlement is reached, the grievant may, within ten days of the KCL Personnel Committee response, appeal to Step 2.

2. Step 2: The grievant shall submit the grievance in writing to the Kutztown Borough Manager or his/her authorized representative. The Borough Manager/representative shall have ten days after the receipt of the grievance to give his/her answer. The ruling of the KCL Board shall be final.
 - ii. Non-union staff or union staff with non-contractual grievance:
 1. Step 1: The grievant shall submit the grievance in writing to the Director. The Director shall have ten days after the grievance is first presented to settle the matter. If no satisfactory settlement is reached, the grievant may, within ten days of the Director's response, appeal to Step 2.
 2. Step 2: The grievant shall submit the grievance in writing to the KCL Personnel Committee. The KCL Personnel Committee shall have ten days after the grievance was first presented to settle the matter. The ruling of the KCL Personnel Committee shall be final.
4. **Personnel records** for all library employees, such as performance reviews, grievances, disciplinary actions, etc. are kept on file by the Borough of Kutztown.
5. **Probationary Period**
 - a. All new employees shall be on probation during their first six months of work.
 - b. Probationary period of any employee may be extended by the Director.
 - c. A job performance review shall be made after the first sixty calendar days of employment.
 - d. Unsatisfactory performance review consequences:
 - i. The Director shall provide a corrective action plan followed by a reevaluation. If the second review is positive, future evaluations shall be done on an annual basis or at the discretion of the Director.
 - ii. A second unsatisfactory performance review shall result in dismissal.
6. **Termination of Services**
 - a. KCL requests two weeks' notice in writing for resignations.
 - b. Dismissal shall occur after a second unsatisfactory performance review.
 - c. Suspension may occur pending investigation of any illegal or inappropriate activity. Dismissal may occur as a result of the investigation.
7. **Salaries** shall be set for non-union positions by the Board and reviewed at the end of each calendar year. Salaries shall be set for Union positions by the Union contract.
8. **Benefits-** Only full-time employees shall be eligible for benefits provided by the KCL.
9. **Schedules**
 - a. The Director with the Assistant Director/Circulation Manager are responsible for preparing the work schedule(s).
 - b. The Director shall make arrangements for job coverage when he/she will not be at the library during regular hours and will notify all affected employees.
 - c. Requests for time off must be submitted no less than two (2) weeks prior to the requested time off. Time off shall be granted as long as there are sufficient personnel to cover the library operating hours. Exceptions shall be made for illness, family emergency or bereavement.
10. **Conduct on Duty**
 - a. Employees shall dress professionally and be well groomed.

- b. Employees shall maintain a personable, helpful and courteous attitude.
- c. Employees shall arrive for work on time and keep absences to a minimum.
- d. Name tags shall be worn during working hours.
- e. Employees should be aware of the sensitivity of documents and personal information and are responsible for protecting information and respecting confidentiality.

11. Telework

- a. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.
- b. The amount of time the employee is expected to work per pay period will not change as a result of participation in the teleworking program.
- c. Employees shall be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers.
- d. KCL may provide specific tools/equipment for the employee to perform his/her current duties.
- e. KCL expects the same level of productivity from employees who work remotely.
- f. The Director shall approve telework.

12. Break and Lunch Policy

- a. Lunch time total will be 30 minutes as non-paid time.
- b. Break time total will be 15 minutes as paid time.
- c. Total work time of four hours entitles an employee to a 15-minute break taken within those four hours but not during the last 15 minutes of the shift.
- d. Total work time of more than four hours and at least six hours entitles an employee to one 15-minute break and one 30 minutes lunch.
- e. Total work time of eight hours entitles an employee to two 15-minute, and 30 minutes lunch.
- f. Breaks, including lunch, cannot be taken contiguously.

13. Professional Association

- a. The Director shall maintain a professional affiliation on behalf of KCL with the Pennsylvania Library Association and Berks County Library Association.

14. Staff Development— KCL Board of Trustees encourages participation and attendance at pertinent classes or workshops applicable to duties to enhance and increase knowledge of library functions.

- a. The Director and Youth Services Coordinator will attend all functions required by the Berks County Public Library system. If unable to attend, a library representative shall be present in their place.
- b. The Director shall train or delegate training of library personnel and volunteers.
- c. The Director, assistant Director, and Youth Services Coordinator may attend professional meetings and conferences as budgeted by the Board.
- d. Any staff development or training expense in excess of \$250 must be pre-approved by the KCL Personnel Committee.
- e. If a staff member receives more than \$100 in funding to attend a staff development opportunity, the staff member shall repay the amount if they leave their position within one year of the development opportunity.

15. Staff members shall be asked to sign an "Acknowledgement of Receipt of Policy" form.

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