



Blue Hill Public Library

# EMPLOYEE HANDBOOK

*Revised March, 2021*

## Mission Statement

The Blue Hill Public Library opens doors to information, culture, community, and the world.

## Statement of Identity and Core Values

The Blue Hill Public Library serves all the people of the Blue Hill Peninsula: children and adults of all backgrounds and circumstances who seek information and the pleasure that comes from the life of the mind. As a dynamic cultural center dedicated to preserving the past while exploring the future, the library integrates new technologies with traditional collections. It hosts and sponsors lectures, discussion groups, community meetings, exhibits, and displays. The library opens doors to the adventures of learning and believes that the unbound access to ideas and information is indispensable to an informed citizenry and the search for truth.

*-Adopted 12-15-15*



# Contents

I. Welcome! .....	1
<i>Your Employee Handbook</i> .....	1
II. Employment Terms .....	2
<i>Employment at Will</i> .....	2
<i>Hiring Process</i> .....	2
<i>Letter of Employment</i> .....	2
<i>Introductory Period</i> .....	2
<i>Employee Classification</i> .....	3
<i>Employee Pay Categories</i> .....	3
III. General Policies .....	5
<i>Attendance Policy</i> .....	5
<i>Work Week</i> .....	5
<i>Recording of Time</i> .....	5
<i>Professional Conduct / Work Rules</i> .....	5
<i>Smoking and Tobacco Policy</i> .....	6
<i>Confidentiality</i> .....	6
<i>Personal Appearance, Hygiene and Dress Code</i> .....	6
<i>Personnel Files</i> .....	7
<i>Payroll Schedule</i> .....	7
<i>Telephone and Cell Phone Use</i> .....	7
<i>E-mail and Internet</i> .....	8
<i>Social Media</i> .....	8
<i>Office Environment</i> .....	9
<i>“Green” Maintenance and Renovation Policy</i> .....	9
<i>Personal Property</i> .....	9
<i>Parking</i> .....	9
<i>Snow/Emergency Days</i> .....	10
<i>Employees and Volunteering at the Library</i> .....	10
<i>Off Duty Workplace Communication</i> .....	10
<i>Employment Benefits</i> .....	11
IV. Employment Practices .....	22
<i>Performance Evaluations</i> .....	22
<i>Compensation Policy</i> .....	22
<i>Corrective Discipline</i> .....	22
<i>Termination of Employment</i> .....	23
<i>Problem Resolution Procedure</i> .....	25
<i>Conflict of Interest Policy</i> .....	25
<i>Whistleblower’s Protection Act Policy</i> .....	25
<i>Equal Employment Opportunity Statement/ Non-Discrimination Policy</i> ....	26
<i>Americans with Disabilities Act Policy</i> .....	26
<i>Harassment and Retaliation Prevention Policy</i> .....	27
Handbook Revision History .....	32
Index .....	33



# I. Welcome!

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Welcome to the Blue Hill Public Library. We have been serving the residents and visitors of the greater Blue Hill area since 1796 and we hope you will enjoy your association with our organization.

Our most important resource is our friendly, competent, reliable and dedicated group of employees. We are pleased to welcome you to the staff.

## Your Employee Handbook

This employee handbook has been developed to provide you with important information about your employment at the Blue Hill Public Library. The handbook covers a wide range of information designed to educate each employee about relevant policies, procedures, and benefits. The contents will assist the orientation of new employees and act as an ongoing guide for all employees.

The policies, procedures, and benefits are subject to be changed or modified at any time. Replacement or supplemental memoranda and revised handbooks will be distributed to employees when substantial changes are made.



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## II. Employment Terms

### Employment at Will

This Employee Handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with BHPL will be long term, either you or the library may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of the library other than the Library Director or an authorized board representative has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Library Director or an authorized board representative shall not be enforceable unless it is in writing.

### Hiring Process

The Library Director is hired by the Library Board of Directors. The Library Director hires, fires, evaluates and manages all staff members within the budget and policies set by the Board.

Before a decision to hire, the Director will conduct a criminal background check including the Maine Criminal History Record and a review of the Sex Offender Registry. If a candidate has been working in another state in the preceding 36 months, a criminal background check and Sex Offender Registry review will be run in that state as well. Hiring is at the discretion of the Library Director.

### Letter of Employment

All Blue Hill Public Library employees, full and parttime, shall receive a written letter of employment at the time of hiring stating the yearly salary or hourly wage and a description of the position and job responsibilities.

### Introductory Period

All employees shall be subject to a ninety (90) day Introductory Period from the date the employee commences working at the library. The Introductory Period shall be considered part of the selection process. If it is determined that the employee has failed to meet the standards for the position, the employee may be dismissed. The Library Director retains



## II. Employment Terms

the sole discretion to determine whether or not the employee has met the standards for the position. Satisfactory completion of the Introductory Period, however, does not negate Employment at Will; either the employee or the library may make the decision to terminate employment at any time.

### Employee Classification

Your employment status at the Blue Hill Public Library falls into one of the following classifications.

#### Full Time

A full-time employee is one who works thirty-five (35) or more hours per week on a regular, year-round basis. Full time employees are eligible to participate in all the specified benefits and privileges of employment.

#### Part Time II

A part-time II employee is one who works at least twenty-five (25) but less than thirty-five (35) hours per week on a regular, year-round basis, or at least 1,300 hours annually. Part-time II employees are entitled to some benefits as specified under employee benefits.

#### Part Time I

A part-time I employee is one who works at least twelve (12) but less than twenty-five (25) hours per week on a regular, year-round basis. Part-time I employees are entitled to some benefits as specified under employee benefits.

#### Casual Labor

Casual labor employees are those employees who normally work less than 12 hours per week year-round or who work on a seasonal basis. Casual Labor employees are sometimes hired on an “as needed” basis with the understanding that their employment may not continue beyond a stated date or beyond completion of a specific project or projects. They are eligible for only those benefits that they have been promised in writing by the Director or President of the Board of Directors described under Employee Benefits.



## II. Employment Terms

### Employee Pay Categories

In accordance with the Fair Labor Standards Act, there are two categories of employees — “exempt” (meaning, among other things, you are exempt from the overtime pay requirements of the Fair Labor Standards Act) or “non-exempt” (meaning you are covered by the overtime requirements). Generally speaking, exempt employees are those whose jobs are primarily executive, administrative or professional in nature, as defined by federal regulations, and who are paid on a salary basis, again as defined by federal regulations.

A letter of employment will outline the exempt or non-exempt status of the position and include a list of benefits for which the position is eligible.

### Non-Exempt Employees and Overtime

If you are non-exempt, you will be paid overtime, at the rate of one and one half times your regular hourly rate of pay, for any hours actually worked beyond 40 hours in a given work week. This includes non-exempt, part-time employees and means that part-time employees must work over 40 hours/week before they are eligible for overtime. Paid time off, including paid holidays, does not count as hours in the calculation of overtime hours. Non-exempt employees must obtain advance permission from the Director before working more than 40 hours in a work week.

### Exempt Employees and Overtime

Exempt employees are responsible for working as many hours as necessary to get their jobs done. They often adjust their hours and work schedules in order to accommodate night meetings, travel necessary for the job, and otherwise long work days. If you are having difficulty accomplishing your responsibilities within a reasonable work week or believe you need to work excessive hours, please discuss this with your supervisor.



## III. General Policies

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### Attendance Policy

It is important that your attendance be prompt and regular. Unscheduled absences and lateness are disruptive, place a burden on the Director and other employees, and may adversely affect service to library patrons. If you are unable to work because of circumstances beyond your control, you are required to notify the Director as soon as possible on that day. If your absence will be longer than one day, the Director must be given an expected date of return. Tardiness or absenteeism which is considered excessive may result in disciplinary action up to and including dismissal.

### Work Week

The library work week runs from Monday to Sunday.

### Recording of Time

A summary of all non-exempt employees' time including regular hours, holidays, vacation time, paid leave, and other leaves of absence will be recorded by each employee at the beginning and end of each shift, reviewed by the Director, and submitted to the Bookkeeper at the end of each payroll period.

Exempt employees will keep an accurate record of time worked, in a place accessible by the Library Director, and should report any vacation or paid leave by the end of each pay period.

### Professional Conduct / Work Rules

Employees are expected to behave in a professional manner in keeping with the mission statement of the Blue Hill Public Library. Courtesy, engagement, and enthusiasm will greatly contribute to our patrons' library experience. Library staff must remember that their first duty is to ensure that patrons of all persuasions are comfortable using the library. Staff should refrain from expressing unsolicited personal opinions. Examples listed below are behaviors that are unacceptable:

- Reporting for work under the influence of an intoxicant
- Use of foul or abusive language
- Unsafe conduct that may result in injury
- Insubordination



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## III. General Policies

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- Disregard for library rules, regulations, or policies
- Damage of library property or reputation
- Removal of library property without proper authorization
- Theft of library property
- Falsification of time records
- Falsification of employment application
- Illegal possession of a dangerous weapon

Violation of library rules and policies and other improper, unethical or illegal conduct will result in disciplinary action up to and including immediate dismissal.

### Smoking and Tobacco Policy

The Blue Hill Public Library is committed to the promotion of a healthy environment, which ensures the well-being and health of patrons and staff. Smoking or vaping of any sort and consumption of all tobacco products are prohibited on Blue Hill Public Library property.

### Confidentiality

Through the course of employment, employees may gain access to information which may be considered sensitive or confidential in nature about the library, its employees, its patrons, or donors. An absolute condition of employment is that every employee respects and maintains confidentiality. Failure to respect and maintain confidentiality is grounds for disciplinary action.

### Personal Appearance, Hygiene and Dress Code

Each employee shall maintain an acceptable level of professional personal appearance and hygiene appropriate to their position as an employee serving the public. The responsibility for selecting appropriate clothing rests with the employee. Employees are also asked to be “scent-free” to the extent possible in order to be sensitive to the needs of other employees and the public. The Library Director has the authority to monitor the overall image projected by the library, including employees’ adherence to this policy.



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## III. General Policies

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### Personnel Files

The library maintains a personnel file on each employee. It is important to keep your records updated, because this information is used for benefit administration, notification in case of emergency, etc. We respect your right to have the information in your records treated confidentially, meaning that it can be accessed only by those who have a need to know.

Please contact the Library Director if there are changes in your:

- Home Address
- Telephone Number
- Emergency Contact
- Number of Dependents
- Military Status
- Selection for Jury Duty

You may review your personnel file by contacting the Library Director in advance and arranging a time to do so.

### Payroll Schedule

Payroll periods are semi-monthly, ending on the 15th and the last day of the month. Paychecks and direct deposits will be available within five days after the close of the pay period. When that day falls on a holiday or weekend, an effort will be made to have payroll available prior to that day. In some instances, staff will be asked to estimate hours for the remainder of the pay period.

### Telephone and Cell Phone Use

While on duty at the library, employees are requested to keep personal phone calls to a minimum. No personal toll calls or faxes can be made on library phones unless using a calling card or calling collect.

Use of library telephones or personal cell phones for personal calls or texting is limited to breaks and lunch times. Employees must silence their cell phones while they are in the library. The Library Director reserves the right to ask an employee to leave their cell phone in their automobile if it is used inappropriately during the work day. In addition, violations of this policy may result in disciplinary action.



## III. General Policies

### E-mail and Internet

Blue Hill Public Library uses e-mail and the internet as part of its library work. Employees may use e-mail as required in their job. Employees will refrain from using e-mail and the internet for personal use during their dedicated time at work. Your Blue Hill Public Library e-mail address is not to be used for personal communication.

Employees may use e-mail and the internet, as the general public is allowed, during breaks and personal time. While internet access may be considered free, your time has a very real cost to Blue Hill Public Library. Extensive use of the library's network resources for personal use while on duty is not allowed under any circumstances.

**\*\*NOTE\*\*** Privacy of e-mail communications cannot be guaranteed. Staff members should be aware that their written and electronically-recorded materials are the property of the library and might be subject to future access by third parties.

### Social Media

Social media is any form of online publication or presence that allows multi-directional conversations in or around content on the internet. Some types of social media include forums, message boards, blogs, tweets, wikis, and podcasts, and some social media applications include Google, Facebook, InstaGram, LinkedIn, Twitter, and YouTube. We understand that social media is pervasive in today's world and that employees may be using social media sites in relation to both work and leisure. We also recognize that employees may enhance our library through the appropriate use of social media. However, employees are bound by the following guidelines when using social media.

#### Social Media Guidelines

- Dissemination of confidential or proprietary library information on social media sites is strictly prohibited. Included in proprietary information is the library's logo or trademark.
- Only employees specifically authorized to speak on behalf of the library may do so.
- Social media sites are not to be used at work, on library time, or using library equipment, unless the employee is doing so according



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## III. General Policies

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to job responsibilities and to further the library's interests.

- The library may discipline employees for posting, writing, or otherwise participating in any content related to the library that is false, slanderous, libelous, or that is discriminatory, harassing, or that creates a hostile work environment.

Employees should direct any questions regarding compliance with this Social Media Policy to the Library Director.

### Office Environment

Blue Hill Public Library strives to maintain professional, orderly, clean, and healthy work spaces for its employees, our directors, and members of the public that visit us. All employees are required to maintain their individual workstations and offices in this way. In addition, everyone is responsible for contributing to the upkeep of communal work and meeting areas, bathrooms, and the kitchen.

### “Green” Maintenance and Renovation Policy

The Blue Hill Public Library supports the use of materials and equipment in its buildings and grounds that are energy efficient, have minimal environmental impact, promote high indoor air quality, and are produced locally whenever possible. Thus, in any maintenance, replacement, or renovation project, it shall be the policy to use materials and equipment that meet these criteria unless there is a clearly demonstrated rationale for not doing so.

### Personal Property

Employees are responsible for the security of their personal property brought to the Blue Hill Public Library. These items should never be left in areas accessible to the public. The library will not be responsible for and will not compensate for loss or damage of personal property, unless specific arrangements for its use have been made with the Library Director. Articles of irreplaceable or particular value should be kept under lock and key or left at home for safekeeping.



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## III. General Policies

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### Parking

Staff members are expected to leave the parking lot and street spaces immediately in front of the library available for patrons. Suggested areas for employee parking include: either side of Tenney Hill, or along the opposite side of Parker Point Rd.

### Snow/Emergency Days

For safety reasons, the Blue Hill Public Library may officially close for the day or may need to shorten working hours because of severe weather conditions or other emergency situations. In the event that the library is either closed for the day or is open for a shortened workday, all staff scheduled to work that day will be given as much advance notice as possible. Notice of closure will also be posted in various media outlets.

All employees who were scheduled to work on closed or shortened workdays will receive their regular base pay for the hours not worked. If you were not scheduled to work, you will not be paid for the time the library is closed. In the event that an employee is on a pre-arranged vacation day during an emergency closing, the day shall be charged against vacation as planned.

If the library is not closed during inclement weather, an employee scheduled but not reporting for work must charge the day against any available paid leave. If no available paid leave remains, the employee will not be paid for the absence.

The Blue Hill Public Library is an important community resource and strives to remain open even during adverse situations, if it can safely do so. Employee cooperation is appreciated.

### Employees and Volunteering at the Library

Because it is unlawful for employees to work without compensation, library policy is that non-exempt and hourly employees may not volunteer for any assignment at the library that is part of, or substantially similar to their normal work responsibilities. However, if an employee chooses, they may volunteer time for special projects and fundraisers that are dissimilar to their work responsibilities. Staff participation in fundraisers and outside activities will not be considered when assessing an employee's performance.



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## III. General Policies

### Off Duty Workplace Communication

Under the Fair Labor Standards Act, non-exempt (hourly) employees must be paid for all hours worked, no matter where or when the hours are worked, as long as the employer is benefitting from the work performed. Each employee is budgeted for a certain number of hours per year, and managers are responsible for scheduling employees in keeping with the budget. Therefore, non-exempt employees are not permitted to work from home or outside of regular hours without advance approval from their supervisors. This includes reading or responding to work email, taking work home, making phone calls, or any other work-related tasks. Questions should be directed to your supervisor.

### Employment Benefits

Various benefits are provided to employees depending on their classification as casual labor (CL), part-time (PT I & PT II) or full-time (FT). Additional benefits may be provided under a written employment agreement. A summary of eligibility follows:

	CL	PT I	PT II	FT
Social Security	X	X	X	X
Workers' Compensation	X	X	X	X
Unemployment Insurance	X	X	X	X
Paid Leave for Jury Duty	X	X	X	X
Paid Bereavement Leave	X	X	X	X
Paid Leave for Emergency Closing	X	X	X	X
Family Medical Leave	X	X	X	X
Military Service Leave	X	X	X	X
Professional Development	X	X	X	X
Paid Work Exchange	X	X	X	X
Paid (Sick) Leave				X
Earned Time Off (ETO)	X	X	X	
Leaves of Absence			X	X
Paid Holidays			X	X
Paid Vacation				X
Retirement Plan	<i>see text</i>			
Health Insurance				X



## III. General Policies

### **Benefits Provided by Law to all Employees**

The Blue Hill Public Library complies with state and federal provisions regarding employee benefits such as:

#### **Social Security**

All employees are required to participate in the Social Security system.

#### **Workers' Compensation**

All employees are covered against the hazard of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the Maine State Workers' Compensation Laws.

Injuries must be reported promptly to the Library Director with all circumstances noted in writing including witnesses, nature of injury, date, and time. Any employee who sustains a personal injury or compensable illness arising out of and in the course of employment shall receive benefits in accordance with the Maine Workers' Compensation laws and available insurance. All injury to employees and others, no matter how minor, occurring while the employee is on duty, or to others on library grounds, must be reported immediately to the Library Director. Failure to do so could jeopardize the employee's benefits.

#### **Unemployment Insurance**

Under certain circumstances, you may be eligible for Unemployment Compensation. The library pays the cost of this insurance, although the Bureau of Unemployment Compensation makes the determination of eligibility.

### **Additional Benefits Provided to all Employees**

#### **Paid Leave for Jury Duty**

If summoned for jury duty, the library encourages you to perform this civic responsibility. You are required to notify the Library Director immediately to arrange time off when you are called.

You will be compensated the difference between your regular wage and the jury duty pay. If you are on call in the morning and are excused, or if you are not selected for a jury during the day, you are required to report to work.



## III. General Policies

An official document of jury compensation must be presented to the Library Director in order to receive commensurate pay.

Benefits will continue to accrue during a leave for jury duty.

### **Paid Leave for Bereavement**

In the event of death in the immediate family, a paid leave of absence of up to three (3) consecutive days will be granted for regularly scheduled days missed for all employees. Members of the immediate family are considered to be: spouse, life partner, children, parents, siblings, uncles, aunts, nephews and nieces, grandparents, grandchildren, similar in-law relationships, or any personal relative living in the employee's household.

Benefits will continue to accrue during a leave for bereavement.

### **Leaves of Absence**

Important Note: Federal and state laws that govern Family Medical Leave, Military Leave and Family Military Leave frequently change. The library intends to comply fully with the obligations set forth in the regulations that exist at the time that an employee applies for a leave of absence, which may differ from what appears in the current version of this Employee Handbook.

### **Maine Family Medical Leave Act (“Maine FMLA”)**

Maine employers with 15 or more employees are governed by the Maine Family Medical Leave Act. At the time of an employee's request, we will determine if this criteria has been met. If so, employees who have been employed at the Blue Hill Public Library for at least 12 consecutive months are entitled to up to 10 continuous work weeks in any 2-year period for unpaid Family Medical Leave, or intermittent unpaid leave up to 10 workweeks in any 2-year period may be available, depending on the circumstances. Any paid leave available to an employee, including Earned Time Off, Vacation and Sick Leave must be used during an FMLA leave of absence, and will run concurrently with FMLA. Employees may retain up to five days of available leave, whether Paid (sick) Leave or Vacation, for use on their return to work.

A Family Medical Leave may be taken for the following reasons:

- the serious health condition of the employee;
- the birth of the employee's child, or the employee's domestic partner's child (using the definition of a domestic partner in the





## III. General Policies

Maine FMLA law);

- the placement of a child 16 years of age or less with the employee, or the employee's domestic partner, in connection with the adoption of the child by the employee, or the employee's domestic partner;
- a child, domestic partner's child, parent, sibling, spouse, or domestic partner with a serious health condition (defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider);
- donation of an organ of that employee for a human transplant; or
- the death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child while on active duty in the state military force or the U.S. armed forces, including the National Guard and reserves.

There are many rules under FMLA that apply to employers and employees requesting such leave. If your circumstances are such that you qualify for FMLA or wish to apply for FMLA, we will work with you to ensure that we both comply with the applicable rules.

With the Library Director's approval, an employee may take additional unpaid leave for a TOTAL Family Medical leave of up to 16 (sixteen) weeks. During any unpaid portion of Family Medical Leave, the employee may continue to receive health benefits under the same arrangements as an active employee. Employees must submit requests in writing with at least 30 (thirty) days' notice of the intended date upon which Family Medical leave will commence and terminate, unless prevented from doing so by medical emergency. A physician's certification to verify the cause of leave, and certification for return to work, may be required.

### **Military Leave**

Employees on leave of absence for active military duty or military exercises will be granted a military leave without pay. An individual returning from military service will be protected by all state and federal employment laws.

Benefits will continue for military leave that does not exceed two (2) weeks per year. An employee on a longer military leave may continue on the library's health insurance plan for up to twenty-four (24) months, as provided by law.

### **Family Military Leave**

An employee who has worked for the library for at least 12 months and



## III. General Policies

had been employed for at least 1250 hours during the 12 month period is eligible for Family Military Leave. “Family Military Leave” means leave requested by an employee who is the spouse, domestic partner, or parent of a person who is a resident of the State of Maine and is deployed for military service for a period lasting longer than 180 days with the State or United States, pursuant to the orders of the governor or the president of the United States. Leave may be requested based on the following time frames:

1. 15 days immediately prior to deployment;
2. Deployment of a military member is granted leave; or
3. 15 days immediately following the period of deployment.

All such leave is unpaid unless the employee elects to use Earned Time Off, Sick Leave, or Vacation. To be eligible for this leave the employee must give at least 14 days’ notice in advance of the proposed leave if such leave will consist of 5 or more consecutive work days. An employee taking Family Military Leave for fewer than 5 consecutive work days must give the library as much advance notice as is practicable. The employee must consult with the Library Director to schedule the leave so as not to unduly disrupt operations. The library may require certification from the proper military authority to verify eligibility. Upon return from Family Military Leave, the employee shall be restored to the position held at the time the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and others terms and conditions except if the employee’s position changed at the time of leave.

### **Employment Leave for Victims of Violence**

Employees will be granted reasonable and necessary leave from work, without pay, needed because the employee or the employee’s child, parent or spouse is a victim of violence, assault, sexual assault, stalking or any act that would support an order for protection under Title 19-A, chapter 101 for an employee to:

1. Prepare for and attend court proceedings;
2. Receive medical treatment or attend to medical treatment for a victim who is the employee’s child, parent or spouse; or
3. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

Such leave need not be granted if the library would sustain undue hardship



## III. General Policies

from the employee's absence; the request for leave is not communicated within a reasonable time under the circumstances; or the requested leave is impractical, unreasonable, or unnecessary based on the facts then made known to the library. Employees may use paid time, if available.

### **Absence for Emergency Response**

An employee who is a volunteer firefighter or EMT will not be disciplined for being late or missing work due to responding to an emergency. The employee, or someone on behalf of the employee or the emergency department, must provide the library with prior notice of the absence if time permits.

### **Public Health Emergency Leave**

Employees affected by a public health emergency including an individual public health investigation, supervision or treatment, public health emergency orders, quarantine, isolation, or a concern that the employee may expose other individuals in the workplace to the extreme public health emergency threat, will be granted reasonable and necessary unpaid leave. Employees may use paid time, if available.

### **Professional Development**

The Blue Hill Public Library encourages staff to take advantage of opportunities for professional development, as well as to contribute their time to the larger professional community. The library will assist staff by making available funds for conference or workshop fees, travel, and other costs associated with training and other professional activities within the limits of the annual budget. Reasonable time off (release time) from normally scheduled duties for such activities will be given when possible and appropriate. The library does not provide additional wage or salary compensation for professional development activities that are not required, and take place outside of normally scheduled work hours. Requests should be made in writing to the Director. You are encouraged to discuss upcoming opportunities and interests in advance to assist in budget planning.

Basic dues for the Maine Library Association will be paid, funds permitting, for all full-time staff members who wish to join.

### **Work Exchange Program**



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## III. General Policies

Each staff member is eligible to present to the Director a proposal to spend time working at another organization, within reasonable distance from Blue Hill, in order to learn or share expertise. The staff member would be paid their current wage by the Blue Hill Public Library, including travel time during normal work hours, as well as driving time during non-work hours, for non-exempt employees.

### **Earned Time Off for Casual Labor, Part-time I & II employees**

Casual Labor, Part-time I & II employees are provided Earned Time Off (ETO), which accrues at each pay period and may be used as Paid Sick Leave, Vacation or Holiday pay in hourly increments.

For **casual labor** and **part-time I** employees ETO is accrued at a rate of .025 hours per hour worked. For example, an employee who works 12 hours weekly is eligible to take approx. 15.6 paid hours off annually.

For **part-time II** employees ETO is offered at a rate of .035 hours per hour worked. For example, an employee who works 30 hours weekly is eligible to take approx. 54.6 paid hours off annually.

A maximum of 40 hours of ETO is eligible to be carried over from one calendar year to the next. Unused ETO is not compensable at termination of employment.

Since the library is busiest in July and August, staff should be aware that time off requests during those months are difficult to accommodate and are asked to keep those requests to a minimum. Your cooperation is appreciated.

Employees are eligible to take ETO leave after satisfactory completion of the ninety (90)-day Introductory Period, or 120 days of employment.

### **Additional Benefits Provided to PTII Employees**

PTII employees are eligible to be paid for recognized holidays that fall on their regularly scheduled work days. If a holiday falls on a day that the employee is not scheduled to work, no additional compensation or paid time off is offered.

### **Retirement Plan**

The library offers eligible employees a SIMPLE retirement savings plan



## III. General Policies

through an independent financial advisor, where the advisor/investor relationship is directly between the employee and the advisor. Employees who earn at least \$5,000 per year become eligible for the plan the first day of the quarter following one year of employment. If an eligible employee elects to participate in the plan, contributions will be deducted from the employee's paycheck on a pre-tax basis and the library will match up to 3% of compensation. Details are available in plan documents or by contacting the Financial Advisor. Employees are encouraged to take advantage of this retirement benefit.

### **Benefits Provided to Full-time Employees**

All full-time employees (exempt and non-exempt) are eligible for certain benefits during their time of employment. Full participation may be subject to meeting the requirements of specific benefit coverage. Years of service are counted from the original date of full-time employment at the library, and continue to accrue as long as employment is full time and continuous.

### **Paid Sick Leave**

Paid Sick Leave is a benefit to protect eligible employees against loss of income while absent from work for their own health reasons, or for other matters which expressly require absence during the work day (i.e., caring for a sick spouse/domestic partner or child, or attending an appointment that cannot be scheduled outside of work hours). Occasionally employees may be authorized to use Paid Sick Leave for a "mental health day." Paid Sick Leave is credited to the employee in a lump-sum at the beginning of each calendar year. Employees are eligible to take paid leave after satisfactory completion of the ninety (90)-day Introductory Period. When an employee must take Paid Sick Leave, they must contact the Library Director with as much advance notice as possible. In emergency situations, which shall be defined as situations beyond the employee's control, the advance approval of the Director shall be waived.

Full-time employees are credited paid leave at the rate of six days per calendar year, or at the start of employment on a pro-rated basis. This time may be taken as hourly increments or full days. For full-time employees, earned paid leave that is unused accumulates from one year to the next up to a maximum of 80 days or 640 hours.

Unused Paid Sick Leave is not compensable at termination of employment.



## III. General Policies

### Paid Holidays

The Blue Hill Public Library will be closed for the following holidays:

New Year's Day	(January 1st)
Martin Luther King Day	(third Monday in January)
Presidents' Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4th)
Labor Day	(first Monday in September)
Indigenous Peoples' Day	(second Monday in October)
Veterans Day	(November 11)
Thanksgiving Day	(fourth Thursday in November)
Christmas Eve	(December 24th)—Early Closing
Christmas Day	(December 25th)
New Year's Eve	(December 31st)—Early Closing

Full-time employees will be paid for holidays that fall on a regularly-scheduled workday. When a paid holiday falls on an employee's normally scheduled day off, full-time employees are allowed to take the prior or following day as a paid holiday. If a full-time, non-exempt employee is required to work on any of these days, he or she will be paid for the hours worked in addition to holiday pay; only hours actually worked in excess of forty (40) would be paid at the overtime rate. Scheduled holidays that fall on days when the library is closed for business will normally be observed by closing the library the following day. If a paid holiday falls within a vacation period, that day will be counted as a holiday and not as a vacation day. Full Time Employees on an unpaid leave of absence will not receive pay for holidays that fall within that period.

### Paid Vacation

Vacation time is available to eligible employees and is based upon continuous employment. Vacation time is available in a lump-sum at the beginning of each calendar year or on a pro-rated basis when employment begins, as indicated below. Vacation time after the first calendar year will be given as follows:

<i>Years of Service</i>	<i>Number of Vacation Days</i>
1 to 2 years	10 days



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# III. General Policies

3 to 9 years	15 days
10 or more years	20 days

During the first year of employment, employees must satisfactorily complete the 90-Day Introductory Period before accruing or taking vacation time. Once the Introductory Period is satisfactorily completed, the number of days for that calendar year is pro-rated based on the number of full calendar months to be worked that year, calculated from the date of hire.

Full-time employees may charge vacation time in hourly increments, whether they work on an exempt or non-exempt basis.

The additional vacation time becomes effective at the beginning of the calendar year following the anniversary date.

Vacation days are not accumulative from one year to the next, and vacation time not used by the end of the calendar year is forfeited.

Vacations, whether paid or unpaid, must be scheduled with as much advance notice as possible and must be approved by the Library Director prior to confirmation of plans or travel arrangements. Every attempt will be made to allow staff their choice of vacation dates, dependent upon staffing requirements. Since the library is busiest in July and August, staff should be aware that vacation requests during those months are difficult to accommodate and are asked to keep those requests to an absolute minimum. Your cooperation is appreciated.

### Health Insurance Benefits

The library offers full-time employees the opportunity to participate in the library's health insurance program, and the library will pay 85% of the cost of insurance coverage for whichever level of coverage (e.g. individual or family) the employee elects. The insurance plan will be selected and periodically reviewed by the Board of Directors.

New full-time employees are eligible to sign up for the plan the first day of the month following 60 calendar days of continuous full-time employment.

Current employees who wish to increase their coverage from individual insurance to individual plus dependents or eligible non-enrollees who





## III. General Policies

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wish to enroll for the first time are asked to give notice in writing to the Library Director during the month of September for coverage effective the following calendar year.

An insured employee who becomes a parent is eligible to add the child as soon as they are born or legally adopted, within the policy of the current insurance provider.

Employees may decrease coverage at any time. Employees who opt out of the health insurance benefit are not provided compensation in lieu of health insurance. When the library's policy contradicts the carrier's policy, the more restrictive policy would prevail.

### **Health Reimbursement Arrangement**

The library offers an employer-paid Section 105 Medical Reimbursement Plan using a Health Reimbursement Arrangement (HRA) available to employees who are enrolled in the library's health insurance plan. Under this plan, employees will be reimbursed for 70% of the eligible deductible and co-insurance expenses incurred for In-Network services, or equivalent (cost basis) reimbursement for Out-of-Network costs incurred, subject to stated limits (see full plan for details). Reimbursement will be handled by a third party administrator selected by the Board of Directors, so that employees do not have to file claims and confidentiality of private health information is preserved. This benefit is subject to change by the Board of Directors at the beginning of any plan year. For more information or assistance please see the plan documents, available from the Library Director.

### **Additional Insurance Options**

When made available by the insurance provider, any eligible employee may purchase additional coverage, such as for dental, vision, income protection plans, or life insurance. The cost of this additional coverage will be paid by the employee.





## IV. Employment Practices

### Performance Evaluations

Employees will be evaluated on an annual basis, and given an opportunity to discuss work performance with their supervisors. The criteria contained in the employee's job description shall be the basis for any performance review. Written evaluations will be maintained in a personnel file that may be reviewed by the employee. Any performance deemed unsatisfactory or needing improvement shall require a program for improvement, including follow-up evaluation, to reach a satisfactory level of performance. Satisfactory performance must be maintained for any salary increase considerations. Any written warnings may be removed from the personnel file two years after the warning, if the topic of the warning has been satisfactorily resolved. The purpose of evaluations is to improve the job performance of the employee and to improve the library as an effective and efficient organization of public service.

### Compensation Policy

The library strives to compensate its employees in a manner that recognizes each individual's performance and contributions. Although the Board may reference certain economic benchmarks when considering annual compensation, increases in pay are based on merit and as our budget allows. There are no steps or guaranteed minimum increases.

### Corrective Discipline

Employees who fail to abide by the policies and rules of the library, or who fail to perform the tasks and duties of their positions, are subject to corrective discipline from their supervisor. We believe in a disciplinary system that is fair and where the discipline is appropriate for the infraction. The Library Director reserves the right to determine in any given circumstance what level of discipline is appropriate, up to and including termination of employment. Such discipline shall be in the following forms, each step normally to follow the other, if the behavior is not corrected:

1. Verbal warning.
2. Written warning, to be included in the employee's personnel file. Such written warning will be dated and signed by both the supervisor and the employee, both of whom shall receive a copy.
3. Termination of employment, or, in some cases, unpaid suspension from work.



## IV. Employment Practices

Any single or combination of these actions may be taken depending upon the offense. Whenever disciplinary action is taken, the employee will be clearly informed of what the infraction or area of poor performance is, the actions needed to correct the situation, and the consequences if the problem reoccurs or persists.

### Termination of Employment

#### **Resignation**

Since employment is based on mutual agreement, either an employee or the Library Director on behalf of the Board of Directors has the right to terminate employment. We respectfully request two weeks' advance written notice of an employee's decision to terminate employment. Quitting without notice is disruptive to the proper service of our patrons and may result in an unfavorable reference.

An employee who resigns will be paid all wages earned, including unused vacation time. Unused paid leave days will not be compensated. Health, dental, life or other insurance benefits may be prorated and compensated to the date of resignation or coverage may remain in force for an additional period of time at the employee's expense, subject to any regulations that might apply.

The Director or his/her designee will generally conduct an exit interview. At the request of the employee or of the Director, there is an option of an exit interview with the Chair of the Personnel Committee.

#### **Involuntary Termination of Employment**

An employee who is involuntarily terminated will be paid all wages earned, including unused Vacation time. Unused Paid Sick Leave, including Earned Time Off days will not be compensated. Health, dental, life or other insurance benefits may be prorated and compensated to the date of termination or coverage may remain in force for an additional period of time at the employee's expense, subject to any regulations that apply.

Employees who are involuntarily terminated normally do not receive notice or pay in lieu of notice.

An employee whose employment is involuntarily terminated may request the reason for the termination of employment in writing from the Library Director.



## IV. Employment Practices

The Director or his/her designee will generally conduct an exit interview. At the request of the employee or of the Director, there is an option of an exit interview with the Chair of the Personnel Committee.

### **Reduction in workforce**

There may be times when the library determines it necessary to make cutbacks or reductions in staff. If this situation occurs, management may consider any and all factors that it deems relevant, including and without limitation: the needs of the organization as a whole; the skills, qualifications, and/or performance histories of individual employees; anticipated changes in the business or revenue; seniority; budgetary constraints; or any restrictions or guidelines imposed by law. Decisions will not be based upon an employee's gender (including pregnancy or related medical condition), age, race, color, ancestry, disability, sexual orientation, religion, national origin, marital status, covered veteran status, or any other protected status.

### **Permanent Layoff**

Employees who are affected by a permanent reduction in force (layoff) will be notified at least two weeks in advance. Generally, employees will work this notice period; if for any reason the organization decides that the employee does not need to work all or part of the two-week notice period, the employee will still be paid for regularly scheduled hours.

In the event that a position is eliminated, employment will be terminated and accrued, unused paid time off will be paid out.

### **Temporary Layoff**

In the event of a temporary layoff or furlough, employees will be provided with as much advance notice as possible, but depending on the circumstances, the temporary layoff may be effective immediately. Because the intent is to recall the employee, accrued, unused paid time off will not be paid out, and instead, the time will be retained to be used in the future. If the employee does not ultimately return to work for any reason, the accrued paid time off will be paid out in accordance with applicable policies. Health insurance benefits will be maintained with the same cost sharing arrangement for the month of furlough, and the following month; this will be revisited if the furlough continues beyond this point.



## IV. Employment Practices

### **Termination Appeal Procedure**

An employee whose employment is involuntarily terminated may appeal the decision by following the Problem Resolution procedure below.

### **Problem Resolution Procedure**

An employee who feels unfairly treated regarding a workplace rule or policy, or unfairly treated by a fellow employee or BHPL board member, may submit a written complaint to the Library Director, or, if the Library Director is the subject of the complaint, the letter may be submitted to the President of the Board of Directors or Chair of the Personnel Committee for their immediate attention. If the complaint addresses the actions of a person, the subject of the complaint will promptly be advised of the complaint and be given the opportunity to respond orally or in writing.

A record of the complaint filed and any discussion will be kept in the employee's personnel file. Once the complaint is received by the Library Director, Board President, or Chair of the Personnel Committee, s/he must determine whether or not the complaint has merit and take appropriate steps to remedy the situation in a timely manner. Complaints that are not satisfactorily resolved at this level will be directed to the Executive Committee for final resolution.

### **Conflict of Interest Policy**

The library has a comprehensive Conflict of Interests policy that all employees are required to follow. Please review the policy and discuss any questions you have with the Library Director. Failure to review the policy does not exempt you from its requirements.

### **Whistleblower Protection Act Policy**

The Blue Hill Public Library encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation. If any employee of the library believes that the library or another employee, acting on behalf of the library, has violated any state or federal law, rule or regulation, or violates any fiduciary responsibility, s/he should report it in writing to the Library Director or a member of the Library Board's Executive Committee without delay.



## IV. Employment Practices

### Equal Employment Opportunity Statement/ Non-Discrimination Policy

The Blue Hill Public Library is an equal opportunity employer and its management intends to fulfill, to the letter of the law, all provisions under federal, state, and local employment regulations which prohibit discrimination with respect to employment. Accordingly, we will not discriminate in hiring, promotion, compensation, discharge or any other term or condition of employment due to gender (including pregnancy or related medical condition), age, race, color, ancestry, disability, sexual orientation, religion, national origin, marital status, genetic information, or covered veteran status. We will not discriminate against anyone who has filed a worker's compensation claim, nor an employee who has brought to management's attention an irregularity or violation of regulation under the Whistleblowers' Protection Act (see separate section on Whistleblowers'). We will not permit, condone, or tolerate unlawful discrimination against employees in any manner whatsoever, and all employees and supervisors are obligated to support the concept of equal employment opportunity at the library.

Employees who believe they have been subject to unlawful discrimination of any kind should bring the matter to the attention of the Library Director. Any complaints will be investigated promptly and corrective action taken as deemed appropriate, while restricting information to those who have a need to know. Further, management will ensure that there is no coercion, harassment, retaliation, or intimidation directed toward any employee who has registered a complaint of unlawful discrimination or who has been involved in the investigation or hearing of a complaint.

The Blue Hill Public Library will consider for employment only those individuals who are legally eligible for employment in the State of Maine. Prior to the start of employment all applicants must provide proof of citizenship or eligibility for employment certification in accordance with state and federal regulations.

### Americans with Disabilities Act Policy

The library is firmly committed to comply with all applicable provisions of the Americans with Disabilities Act. It is our policy not to discriminate against any qualified applicant or employee with regard to any terms



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## IV. Employment Practices

or conditions of employment because of such individual's disability or perceived disability so long as the individual can perform the essential functions of the job, with or without reasonable accommodation. Consistent with nondiscrimination, the library will provide reasonable accommodation to a qualified individual with a disability, as defined by ADA, who has made us aware of their disability, provided that such accommodation does not constitute an undue hardship to the library.

### Harassment and Retaliation Prevention Policy

**Zero Tolerance:** No harassment or retaliation tolerated. The library will not tolerate harassment based on sex (with or without sexual conduct), sexual orientation, race, color, religion, national origin, age, or disability. The library also will not tolerate retaliation for speaking out against discrimination, participating in the complaint investigation process or for good faith reporting to the library or a public body a violation of a law or rule or a condition or practice that would put at risk the health or safety of any employee or other individual. This policy applies to supervisors, co-workers, vendors and other non-employees. The library fully supports this policy and management is committed to the prevention of any form of harassment.

**Prompt reporting is required:** All employees must promptly report any harassing behavior or retaliation before it becomes severe or interferes with their work. The library will make every effort to stop any harassment before it amounts to a violation of law. It can only do so if it is promptly reported.

**No punishment for reporting:** The library will not tolerate adverse treatment of an employee because they reported harassment, provided information relating to such a complaint or in good faith reported to the library or a public body a violation of a law or rule or a condition or practice that would put at risk the health or safety of any employee or other individual.

**Definition of Harassment/Retaliation:** Unwelcome comments, jokes, acts, and other verbal or physical conduct related to sex, sexual orientation, race, color, religion, national origin, age, disability, or protected activity (speaking out against discrimination, participating in the complaint investigation process or good faith reporting to the library or a public body a violation of law or rule or a condition or practice that would put at



## IV. Employment Practices

risk the health or safety of any employee or other individual) is harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
- d. The challenged action would discourage a reasonable employee from making or supporting a charge of discrimination or engaging in protected activity.

Employment decisions (tangible employment action) linked with harassment or retaliation could include:

- hiring and firing;
- promotion and failure to promote;
- demotion;
- reassignment;
- a decision causing a significant change in benefits;
- compensation decisions; and
- an unappealing work assignment.

None of these actions, linked with harassment or retaliation, will be tolerated.

Description of Sexual Harassment: Maine law requires that illustrations of sexual harassment be provided. The following are some examples of sexual harassment. Such behavior is not permitted.

A. Physical assaults of a sexual nature such as:

(1) rape, sexual battery, molestation, or attempts to commit these assaults; and

(2) intentional physical contact, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.





## IV. Employment Practices

B. Unwanted sexual advances, propositions, or other sexual comments, such as:

(1) sexually-oriented gestures, noises, remarks, jokes, or comments about a person's appearance, sexuality, sexual experience, or sexual orientation directed at or made in the presence of any employee who indicates or has indicated that such conduct in their presence is unwelcome;

(2) preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for gain or reward; and

(3) subjecting, or threatening to subject, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex, sexual experience, or sexual orientation.

C. Sexual or discriminatory displays or publications anywhere in the workplace by employees, such as:

(1) displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work; and

(2) displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

*Complaint Process:* Any individual who believes he or she has been the subject of any form of harassment should immediately report the incident or act to one or more of the following individuals:

Library Director  
Assistant Director  
Personnel Committee Chair

Reports can be verbal or written. Employees are not required to report to





## IV. Employment Practices

anyone harassing or retaliating against them. The library will promptly investigate any and all complaints. All supervisors have been trained to and are required to immediately report complaints of harassment to one of the individuals listed above.

*Confidentiality:* The library will protect the confidentiality of harassment and retaliation allegations as much as possible. All information provided will be kept confidential and maintained in a separate confidential file. It will be discussed only with those who have a need to know in order to investigate or resolve the complaint.

*Investigative Process – Corrective Action:* The library will promptly conduct a thorough and impartial investigation into any alleged harassment or retaliation. Steps which the library may take will be designed to stop the harassment or retaliation, correct its effects, and ensure that it does not happen again. Any remedial measures will not punish anyone who has come forward with a legitimate complaint of harassment or retaliation. Corrective action may include warning, training and monitoring, transfer or reassignment, suspension, or discharge of involved coworkers. The focus is upon prevention, not punishment. Any employee who reports harassment or retaliation will be informed of the general results of the investigation and corrective action taken.

The Maine Human Rights Commission is also available to investigate a complaint. The Commission can be contacted at:

51 State House Station  
Augusta, ME 04333  
(207) 624-6050

Any employee having a complaint of harassment or retaliation has a right to bring it directly to the attention of the Maine Human Rights Commission. Employees may call or write; if a call is made, the employee should ask to speak with an intake worker. S/he will assist the employee with the complaint and will place in writing the information provided. This will then be typed up on a charge which the employee will have to sign. Once the Commission has received the signed charge form, an investigation will be conducted. The employee will be advised of the results of this investigation. Any complaint must be filed within 180 days of the act of harassment or retaliation.



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## IV. Employment Practices

Employees must report harassment. The purpose of this Policy is to encourage employees to report any harassment. Employees should not assume that the library is aware of any harassment which may be encountered. It is each employee's responsibility to bring any complaints and concerns to the library's attention.

This notice is given by the library to all employees in compliance with 26 M.R.S.A. § 807(2) and EEOC Enforcement Guidance (06/18/99).



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# Handbook Revision History

- December 2000: Approved by the Board of Trustees.
- January 2006: Fully revised.
- October 2006, January 2007: Benefits revised by the Board of Trustees.
- January 2008: Insurance benefits and pay period revised; Green Maintenance and Renovation Policy added.
- October, 2009: Fully reviewed and affirmed by the Board of Directors.
- January, 2010: Employment section, Paid Holidays, Insurance Benefits revised; Parental Leave policy replaced with Family Medical Leave.
- November, 2010: Conflict of Interests Policy added.
- December, 2010: Whistleblower Policy added.
- February, 2011: Snow /Emergency Closings revised.
- July, 2011: Part-time employment classification amended.
- November, 2011: Exit interview language added.
- January 2012: Professional Development, Grievance Procedure and payroll schedule amended.
- June, 2012 : Handbook completely reviewed and amended. Revised handbook approved by the Board of Directors 6-28-2012.
- December 2013: Amendments made to Health Insurance Benefit, Whistleblower Policy and added new Retirement Benefit policy.
- July 2014: Conflicts of Interests Policy amended.
- July 2016: Added Part-time II employee classification, personal leave benefit, increased accumulating Paid Sick Leave, changed progressive discipline, defined work week, added Off Duty Communication guidance.
- July 2017: Insurance benefits modified, adding HRA, etc.
- April 2020: Added paid holidays for PTII employees, recognized Indigenous Peoples' Day, added Reduction in Workforce policy.
- November 2020: Personal Leave for PT I and PTII employees changes to ETO for CL, PTI and PTII, in accordance with a change in Maine state law.
- March 2020: clarification to various aspects of ETO and Paid Sick Leave.



# Index

## A

Absence for Emergency Response 16  
Additional Benefits Provided to PTII Employees 17  
Americans with Disabilities Act 26  
Attendance Policy 5

## B

Additional Benefits Provided to PTII Employees 17  
Benefits Provided by Law to all Employees 11  
Employment Benefits 11  
Leaves of Absence 13  
Provided to all Employees 12  
Benefits Provided to Full-time Employees 18  
Paid Leave for Bereavement 13

## C

Casual Labor 3  
Compensation Policy 22  
Conduct 5  
Confidentiality 6  
Conflict of Interest Policy 25  
Corrective Discipline 22

## D

Corrective Discipline 22  
Dress Code 6

## E

E-mail 8  
Snow/Emergency Days 10  
Absence for Emergency Response 16  
Employee Classification 3  
Employment at Will 2  
Employment Benefits 11  
Employment Leave for Victims of Violence 15  
Employment Practices 1, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31  
Employment Terms 1, 2, 3, 4  
Office Environment 9  
Equal Employment Opportunity 26  
Performance Evaluations 22  
Exempt Employees and Overtime 4

## F

Family Military Leave 15  
Full Time Employment 3

## G

General Policies 1, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18,  
19, 20, 21  
“Green” Maintenance and Renovation Policy 9

## H

Harassment and Retaliation Prevention Policy 27  
Health Insurance Benefits 20  
Health Reimbursement Arrangement 21  
Hiring Process 2  
Paid Holidays 19  
Hours, Recording of Time 5  
Hygiene 6

## I

Additional Insurance Options 21  
Insurance Benefits 20  
Internet 8  
Introductory Period 2

## J

Paid Leave for Jury Duty 12

## L

Permanent Layoff 24  
Temporary Layoff 24  
Military Leave 14  
Paid Leave for Bereavement 13  
Family Military Leave 15  
Leaves of Absence 13  
Maine Family Medical Leave Act 13  
Paid Leave for Jury Duty 12  
Paid Sick Leave 18  
Letter of Employment 2

## M

Health Reimbursement Arrangement 21  
Military Leave 14

## N

Non-Discrimination Policy 26  
Non-Exempt Employees and Overtime 4

## O

Off Duty Workplace Communication 10  
Office Environment 9



# Index

## P

Paid Holidays 19  
Paid Sick Leave 18  
Paid Vacation 19  
Parking 9  
Part Time I 3  
Part Time II 3  
Compensation Policy 22  
Employee Pay Categories 3  
Payroll Schedule 7  
Performance Evaluations 22  
Personal Appearance, 6  
Personal Leave 17  
Personal Property 9  
Personnel Files 7  
Phone Use 7  
Problem Resolution Procedure 25  
Professional Development 16  
Public Health Emergency Leave 16

## R

Reduction in workforce 24  
Resignation 23  
Retirement Plan 18  
Handbook Revision History 32  
Rules, Conduct 5

## S

Paid Sick Leave 18  
Snow/Emergency Days 10  
Social Media 8  
Social Media Guidelines 8  
Social Security 12

## T

Involuntary Termination of Employment 23  
Termination Appeal Procedure 25  
Termination of Employment 23  
Recording of Time 5  
Tobacco Policy 6

## U

Unemployment Insurance 12

## V

Paid Vacation 19  
Employees and Volunteering at the Library 10

## W

Welcome to Your Handbook 1  
Whistleblower's Protection Act Policy 25  
Workers' Compensation 12  
Work Exchange Program 17  
Off Duty Workplace Communication 10  
Work Week 5



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