



Personnel Policies

Definition of employee status

- “Regular employee”- 33 hour week. Regular employees are salaried and shall have an annual salary review. (Director and Assistant Director)
- “Part time employee” - hired to assist Assistant Director with hourly pay scale.
- “Temporary employee”- hired for a specific assignment of not over six months.

Pay Scales

- Director and Assistant Director– salary determined annually by the Board
- Custodian and Library Assistant– hourly rate determined annually by the Board

Recruitment and Dismissal

- It is the policy of the Boswell-Grant Township Public Library to provide equal opportunities for all employees and job applicants. The library will recruit, hire, and train all persons without regard to race, color, national origin, sex, age (except where sex or age is a bona-fide occupational qualification as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform essential functions of the job and cannot be reasonably accommodated in full compliance of the law). Applicants shall be screened by the Director and approved by the Board.
- Dismissal is the termination of employment by the Library of any employee with unsatisfactory conduct or job performance. The Director shall determine the appropriate period notice, if any, and will inform the employee in writing of the reason for dismissal. Regular employees dismissed from employment with the Library will not receive payment for accumulated sick leave, vacation leave, personal leave, or holiday leave credit.

Voluntary Resignation

Regular employees are asked to provide a 30-day written notice, if possible. Unused PTO (Paid Time Off) will be paid out, up to 198 hours maximum (30 PTO days).
(Approved 10/18/16, Updated 3/18/25)

Grievance Policy

An employee who believes they have a justifiable grievance shall discuss the grievance with the Director. If a satisfactory solution is not agreed upon, the employee will put it in writing, and the Director will take the grievance to the Board of Trustees. The Board will consider the grievance and decide whether to act upon it. (10/17/23)



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Work Schedules

- It is the responsibility of the Director to meet the needs of the library by having written work schedules prepared and time sheets kept up to date for all employees.
- The Library does not elect to pay overtime as provided for under the Fair Labor Standards Act. In lieu of overtime, the Director/Library Board will award compensatory time off for regular employees according to the provisions of the Act. Employees who work more than a 33-hour week must use their compensatory time within that or the next month's pay period. If the employee has worked more than 40 hours in one week, the compensatory time will be awarded at 1.5 hours for every hour worked over 40. Under no circumstances will the accrued compensatory time exceed two hundred and forty (240) hours during the year. (approved 10/18/16)
- Regular employees may have time off for jury duty.

Time Off

Holidays

- The library shall be closed for the following holidays: New Year's Day, Good Friday and Saturday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday and Saturday, Christmas Eve, Christmas Day, and New Year's Eve.
- Holidays are paid holidays for regular employees only.
- Part-time employees shall be paid regular pay for any holiday that occurs during their regularly scheduled shift. (10/17/23)
- Employees on unpaid leave do not receive holiday pay. (revised 11/16/21)

Paid Time Off

In lieu of having vacation, sick and personal days, the library chooses to put them all in one category, paid time off (PTO).

Regular Employees

- a) After 90 days of service, 16 hours of paid time off (PTO) (**Two – 8 hour days**) will be available.
- b) After 6 months of service, in the month when the 6-month anniversary occurs, 49 hours more of PTO (**Seven – 7 hour days**) will be available.
- c) After 9 months of service, in the month when the 9-month anniversary occurs, 34 more hours of PTO (**Six – 7 hour days**) will be available.



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- d) PTO may be carried over to the next year, but the maximum number of PTO to be carried over may not be greater than the current accrual that the employee is eligible for.
- e) Year in which the first anniversary occurs: 99 hours of PTO (**Fifteen days * 6.6 hour days**)
- f) Year in which the 2nd anniversary occurs through 5th anniversary: 165 hours of PTO (**Twenty-five days * 6.6 hour days**)
- g) Year 6th anniversary and up: 198 hours of PTO (**30 days * 6.6 hour days**)
- h) After one years' service, PTO will be allotted at the beginning of the calendar year.

To use their PTO, employees need to contact the Director via phone, email, or text if the need is for that day. If known in advance, the employee needs to discuss their PTO need and have the Director write it on the calendar at the front desk. (Revised 9/20/16) (Reviewed 8/2/17) (Updated 9/17/24)

Leave of Absence

Requests are to be made in writing and granted without pay only upon approval of the Director. If the Director needs unpaid leave, they must seek the approval of the board. (Updated 5/18/21)

Bereavement

Bereavement leave for regular employees may be taken as follows:

- Spouse, parents, or child: 5 days
- Sibling(s): 3 days
- Aunt, uncle, cousins, nephews, nieces, close non-family members: 1 day

Extension of leave in certain circumstances granted by board approval. (Revised 11/16/21)

Illness in family

Time off without pay for illness in family may be granted by/for the Director.

Professional Development

The Director will accrue at least 20 LEUs (Library Education Unit) per year in order to maintain their certification.

The LEUs will be attained by attending conferences and trainings offered throughout the year by the Indiana State Library (ISL) and other organizations approved by the ISL for LEUs.



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The library board will be trained by the Director utilizing “IN the Public Trust: a reference manual for Indiana Public Library Board Members” by Dan Cain.

The Director may take courses that will count towards the LEU (Library Education Unit) requirement.

The Director may attend professional meetings. The Director may use library funds towards conference fees and hotel costs, not to exceed the annual budgeted amount. The Director must seek prior approval to attend conferences in order to be reimbursed. (Approved 1/17/17. Updated 6/20/24.)

Meal Reimbursement

If a meal is offered at the conference at an additional cost, the director may choose to attend the meal with the cost being covered by the library. For other meals during travel, meal cost will be reimbursed up to the federal government per diem rate, using the meals standard rate for Indiana, <https://www.gsa.gov/travel/plan-book/per-diem-rates>, upon presentation of receipts. (Approved 9/22/22)

Mileage Reimbursement

Personnel may have mileage reimbursed when on Library business at the federal rate. (Revised 3/29/16)

Library Contest Ineligibility

Employees and their immediate families are not eligible to enter any contest conducted by the library involving a draw, or merit-based competition judged by library staff or board members, where a major prize is awarded. (Approved 1/16/18)

Emergency Closing Pay

If the library should need to close due to an emergency, the staff will be paid if they are scheduled to work. (Approved 5/19/20)

Criminal Background Check

The library will conduct a criminal background check on all employees and volunteers over the age of 18. (Approved 8/18/20)

Social Media Policy

The Boswell Public Library (BPL) utilizes web based and mobile social media applications to encourage community involvement in the library, and to create a dialogue between the Library and its customers regarding library services, resources, library-sponsored events and programs, and community information. Patron feedback may be used to evaluate current and future programs and events and to guide collection development decisions.



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Patrons are expected to follow the basic rules of civility. BPL reserves the right to remove any patron-contributed content that violates the BPL Code of Conduct.

Posts do not necessarily reflect the opinions or positions of the library, its employees, or its Board of Trustees.

By posting on the library's social media, users give the library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the library. The library reserves the right to post pictures from library sponsored or co-sponsored programs on social media. The library will not identify members of the public in social media posts. The library is not responsible for members of the public being identified by third parties either in comments or by tagging.

By participating in BPL's social media, each user and employee agrees to abide by the library's policies and all applicable federal, state and local laws. Users also agree to indemnify BPL, its Board of Trustees and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) that arise out of or are related to the content posted by said user.
(Approved 3/18/25)