

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-4111

CONDITIONS OF EMPLOYMENT

- A. Full time positions have a work schedule of 38 hours a week for 52 weeks of the year. Part time positions are all positions that have less than 38 hours of work per week for 52 weeks of the year. All positions are budgeted per the number of hours to be worked per week per year.

Full-time employees required to work on their regular day off shall be credited with plus time at the rate of time and one half after 40 hours. All staff members will be paid or receive plus time for a mandatory staff meeting that is scheduled beyond their regular work hours.

Employees will be paid time and one half their hourly rate of pay or credited with plus time at the rate of time and one half after 40 hours of work. Plus time is to be used within the pay period if it can be arranged without affecting library service.

The work week for all employees includes evenings, Saturdays and Sundays. Employees are required to work any of these days and times to meet the service needs of the Library.

- B. All new employees will serve a probationary period not to exceed six months. If the employee's performance is not satisfactory during the probationary period, the supervisor may recommend termination.

If still employed at the end of the fifth month, the employee will be evaluated in writing by the supervisor using the evaluation form. The supervisor will recommend if the employee will continue in the same position, if a change in position is needed, or if a change in duties is needed. Steps needed to improve job performance will be noted. If an employee is recommended for continued employment, this recommendation is not a guarantee of employment for a definite period of time.

Staff benefits are noted in BP 4114. Vacation accumulation and personal business days will not be granted during the first year of employment, but will be retroactive to the date of employment if the employee is recommended for continued employment. Earned time may not be used until completion of one year of employment. In special circumstances, the Director may grant permission to use earned time prior to completion of the one year period. Hospital, medical and life insurance will be available for those eligible during the initial six month period upon completion of the enrollment forms.

Performance will be evaluated again on the employee's anniversary date for all employees or, when requested by the supervisor, at any time during the year.

The official employment date shall be the effective date on the Personnel Report approved by the Board of Trustees. The effective date marks the beginning of the initial six month period and will also be used in determining seniority. Seniority means an employee's length of continuous service with the Library since the last date of hire.

The Library will follow the just cause standard of progressive and corrective action through established disciplinary procedures that are applied evenly. All problems should be resolved at the lowest possible level. Staff members covered by the Union contract may have a Union Steward present. Management may also have a second person present. Staff members will be made aware of the behavior expected by the Library, and that disciplinary action will be taken when the standards are violated. An employee will be encouraged to correct unacceptable behavior. The discipline taken will depend on the specific infraction, circumstances of the violation, and the service record of the employee. The reasons for termination by the Library may be, but are not limited to, unsatisfactory job performance, or refusal to carry out assigned duties. All new employees will be informed about this policy.

- C. New employees will be placed at the appropriate step on the approved salary schedule. The salary schedule is determined by the Board of Trustees. Placement will be based upon training and experience.
- D. When a holiday observed by the Library falls on a full time employee's regular day off, the employee will be granted 8 hours plus time. This time may be paid at the regular salary rate or taken off during the week in which the holiday occurs. The arrangement will be worked out with the supervisor.
- E. Supervisors may allow flexible scheduling as long as there is continuation and coverage of services at the work location, no additional expense will be incurred by the Library, and the work schedules of other staff members will not need to be changed to accommodate the request unless it is mutually agreed upon. Flexible scheduling is the adjustment of the work day when requested by a staff member, not affecting the total hours required to work during the week.
- F. Staff members are allowed one fifteen (15) minute rest period for every four (4) hours worked, or thirty (30) minutes for a full day. The rest period(s) may be added together for one break but may not be added to the meal period or arrival or departure time. Employees working less than four (4) consecutive hours are allowed one (1) ten (10) minute rest period for each three (3) hours worked. Staff members whose jobs require extended physical exertion or visual concentration for long periods, or job-related stress may take reasonable additional intermittent breaks.
- G. Staff members are allowed an unpaid meal period of one (1) hour each shift unless another arrangement is mutually agreed upon between the employee and the supervisor. If the meal period is on the employee's time, she is entitled to leave the building. When a staff member cannot leave the building because of coverage needs, the meal period will be paid.