



Personnel Policies

Purpose and Scope

The purpose of this policy is to inform Groton Free Public Library employees and other interested parties of the terms under which individuals are employed by the Library.

Except as otherwise provided in this Policy, the Library's Board of Trustees adopts the policies within the Town of Groton's Personnel Policy. The Board shall review the current Town Personnel Policies annually before creating the budget for the following year.

Authority

The Groton Free Public Library (Library) is a municipal library.

As provided in [Vermont Statute, 22 V.S.A. § 143](#), the Library's Board of Trustees manages all affairs of the Library, including the appointment and supervision of the Library Director. The Library Director reports to the Board of Trustees.

The Trustees give the Library Director responsibility for hiring additional Library staff. Library assistants, substitutes, and volunteers work under the direction of and report to the Library Director, or to a staff member as determined by Library Director.

The Trustees and the Library Director prepare written job descriptions for each position under their supervision. Job descriptions set forth the duties and responsibilities of each position, the essential job functions of the position, and the qualifications required to hold the position.

The Library Director shall bring employee work-related grievances to the Chairperson of the Board, who, after discussing the issue with the Library Director and reviewing that matter with the other Trustees, shall take appropriate action.

Hours and Compensation

Annually, the Board of Trustees shall establish the hours to be worked by the Library Director and all other paid Library staff, including the hours the Library shall be open to the public.

The Board of Trustees shall set the compensation to be paid to the Library Director and all other paid Library staff each year when establishing the Library's budget for the following year.

Any adjustments to compensation after initial hiring shall be based on an evaluation of the employee's performance and shall take into consideration annual Cost of Living and other adjustments proposed by the Selectboard for other Town employees.

Library employees are paid from that portion of the Library's budget that is funded by voter-approved appropriations from the Town.

Library employees are eligible for the insurance and retirement benefits provided by the Town on the same basis as Town employees.



Probationary Period and Evaluations

There is an introductory period of six months for all newly hired Library employees. Evaluations will be conducted at the employee's six month anniversary, and yearly thereafter.

Staff will be evaluated by the Library Director; the Library Director will be evaluated by the Board of Trustees.

Leave Policies

Holiday Leave

Library employees shall be entitled to holiday leave pursuant to the terms set forth in the Town of Groton Personnel Policies, except that for each paid holiday, an eligible employee shall be paid as follows:

- If the paid holiday falls on a regular work day for the employee, then the employee shall be paid for the number of hours the employee is regularly scheduled to work on that day.
- If the paid holiday falls on a day on which the employee does not regularly work, then the employee shall be paid for the average number of hours worked in a regular week calculated as: Total Regular Weekly Hours divided by Total Number of Days Worked in a Typical Week = amount paid for holiday.
- As referenced in the Town of Groton Personnel Policy, a floated holiday refers to a paid day off from work taken instead of the identified holiday on a day chosen by the employee.

Earned Paid Leave (i.e., Sick Leave / Personal Leave)

Library employees shall be entitled to Earned Paid Leave pursuant to the terms set forth in the Town of Groton Personnel Policies and Vermont statute.

Paid Annual Leave (i.e. Vacation Leave)

Paid annual leave is first granted to the Library Director on the first anniversary of the Library Director's first day of employment for a number of hours equal to the number of hours the Library Director is regularly scheduled to work in one week as of that first anniversary.

Thereafter, paid annual leave is granted to the Library Director on each January 1 for a number of hours equal to the number of hours the Library Director is regularly scheduled to work in one week as of the calendar year beginning that January 1.

Paid annual leave shall be used on an hourly basis, where any portion of an hour equals one hour.

Paid annual leave can only be used within the calendar year it is granted. Unused leave cannot be carried over into a subsequent calendar year.

Paid annual leave can be used at the discretion of the Library Director. Whenever possible,



leave should be scheduled at least one week in advance.

Paid holiday hours that fall within scheduled annual leave time will not be charged as paid annual leave.

Professional Leave, Expenses, and Mileage

The Library Trustees support the ongoing professional development of library staff and budget annually for educational opportunities. Professional days for conferences and workshops that have been approved by the Board of Trustees shall have no effect on accumulated leave days. When a conference or workshop occurs on a day when the Library is open to the public, the Library Director shall find a suitable substitute so that the Library will remain open.

The Library Director and staff will be reimbursed for expenses incurred in connection with these activities.

The Library Director and staff will receive mileage reimbursement, at the IRS-approved rate, for all appropriate travel, including trips to the State Regional Library.

Other Forms of Leave

Library employees shall be entitled to all other forms of leave (e.g., volunteer time, bereavement leave, parental and family leave, short term family leave, crime victim leave, leave of absence without pay, military leave, jury leave) pursuant to the terms set forth in the Town of Groton Personnel Policies.

Employees will be paid their regularly scheduled hours for snow days and other unexpected building closures or emergencies.

Resignation and Retirement

A library employee wishing to resign from employment must notify the Library Director – and in the case of the Library Director's resignation or retirement, the Board of Trustees - as soon as practicable. The Board requests a minimum of two weeks' notice, and - from the Library Director - prefers notice of at least one month.

Date Adopted by Board	Summary of Action
February 5, 2026	Policy extracted from Primary Manual, and updated to become a stand alone policy.
June 8, 2021	Policy Updated