

VII. Personnel

Selection of staff members is based solely upon the ability to fulfill the requirements of the job description, with due consideration of personal and educational qualifications and aptitudes for the position involved. Cabot Public Library does not discriminate on the basis of race, color, national or ethnic origin, HIV status, religion, age, sex, sexual orientation, marital status, or disability in the employment of personnel.

1. Each Library Co-Director is employed by the Library Trustees for not less than 17.5 hours per week. Intention to continue this employment will be presumed to exist for the indefinite future and shall be so indicated by both employer and employee. A job description is contained in the Bylaws.

2. Each Co-Director is paid for 52 weeks per year, including 35 hours of vacation and 35 hours of sick leave each year, each to be reimbursed at an hourly rate then in effect. Each Co-Director is responsible for arranging for substitute coverage of the Library in the event of absence for any reason.

Vacation time may not be accumulated from year to year. Unused vacation time will not be paid and is forfeit at year end or upon termination.

Sick leave may be taken in case of absence due to illness or non-compensated bodily injury to the employee, or partner, parent, child, or sibling requiring the employee's care and presence. Unused sick leave shall be compensated at the end of each year and is not accumulated from year to year.

3. The salary paid is that which is agreed upon by the Co-Directors and the Library Trustees at the time of employment. Aside from cost of living adjustments, salary increases will be awarded on the basis of merit and will be decided upon when the budget is being prepared for the coming fiscal year.

4. The Co-Directors are eligible for paid holidays. Paid holidays shall include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. For Holidays which fall on days the Library is ordinarily closed, alternate dates of closure shall be scheduled and approved annually by the Trustees. The Co-Directors may elect to close the Library at other times as approved by the Trustees.

5. The Co-Directors are expected to pursue professional development opportunities. These include (but not limited to) workshops and meetings sponsored by the Vermont Department of Libraries, Town Officer's Training Conferences, and the annual Vermont Library Conference. Co-Directors shall be compensated upon submission of a valid request voucher, up to the amount annually budgeted for such activities at an hourly rate then in effect. Mileage shall be reimbursed at the rate set for Federal employees.

6. A yearly performance review will be performed by the Board of Trustees and presented to each Co-Director in executive session. The Co-Directors are responsible for performance reviews of other employees.

7. A two-week Notice of Termination of Employment is required to be given in writing by either the employee or the board of Trustees.

8. Each Co-Director is an employee of the Town of Cabot, but as referenced in the amended Town Personnel Policy dated April 17, 2001, is exempt from the town personnel benefits.

9. Each Co-Director is eligible for contributions toward a health plan as negotiated with the Board of Trustees.

APPROVAL

The above amendment shall become effective upon passage.

Signed this _____ day of _____ 2010 by the Library Trustees.

Karen Alexander

Paula Davidson

Kathleen Higbee

Margaret Trautz

Jon Vara