

Personnel Policy

Peru Free Library

I. Purpose

This Personnel Policy establishes guidelines for employment, work hours, benefits, and conduct for employees of the Peru Free Library. The Library Board of Trustees is the employer of record.

II. Employment Structure

1. Library Director (Full-Time)

- Works 37 hours per week.
- Exempt, salaried position.
- Reports directly to the Library Board of Trustees.

2. Assistant Librarian (Part-Time)

- Works 15 hours per week
- Non-exempt, hourly position.
- Reports to the Library Director.

III. Work Hours & Scheduling

- The Library Director works a regular schedule as determined with the Board. Adjustments may be made for library needs, meetings, or events.
- The part-time employee's schedule is set by the Director. Flexibility may be required to cover absences, programs, or special events.
- Employees are expected to arrive on time and notify the Director (or, in the Director's case, the Board President) as soon as possible if unable to work.

IV. Compensation

- Salaries and hourly rates are set annually by the Board of Trustees.
- Employees are paid biweekly.
- Overtime is not applicable to the Director (salaried, exempt). The part-time employee may only work more than 15 hours per week with prior approval from the Director.

V. Benefits

- **Full-Time Director:**

- Paid holidays (as determined annually by the Board).

- Paid vacation and sick leave (amount set annually by the Board).
- Other benefits may be approved by the Board.
- **Part-Time Employee:**
 - No paid holidays, vacation, sick leave, or other benefits unless specifically granted by the Board.

VI. Leave

- Staff requests for time off must be made in writing to the Director. The director will notify the board of scheduled time off.
- Unused leave may not be carried over to the following year unless specifically approved by the Board.
- Leave for jury duty will be granted for full time employees with full pay.

VII. Conduct & Expectations

- Employees are expected to maintain professional, respectful behavior toward patrons, coworkers, volunteers, and trustees.
- Confidentiality of patron records and Board matters is required.
- Misconduct, insubordination, or violation of policies may result in disciplinary action, up to and including termination.

VIII. Performance Evaluation

- The Director will be evaluated annually by the Board of Trustees.
- The Director evaluates the part-time employee annually and provides feedback to the Board.

IX. Resignation & Termination

- Employment with the Library is “at will,” meaning either the employee or the Library may terminate employment at any time, with or without cause.

X. Policy Review

This policy will be reviewed every five years by the Board of Trustees and updated as needed.

Adopted by the Library Board of Trustees: November 12, 2025