

WIGGIN MEMORIAL LIBRARY

Personnel Policy

Rev. Sept. 2017

- a. Prepare an initial review based upon the position description with input from all members of the Board.
- b. Meet with the library director to discuss the evaluation.
- c. Submit a report detailing the review and the discussion.

The library director may appeal to the Board of Trustees

A. Longevity

The Board of Trustees established a formal Longevity Recognition Program effective 2017. All employees who have reached the following years of service with the Wiggin Memorial Library within a fiscal year will be recognized as described below:

YEARS EMPLOYED	TOWN RECOGNITION*	LIBRARY RECOGNITION
5	3rd week vac.	5 Year Pin; cake & card from trustees at staff appreciation
10	4th week vac.	\$250 bonus; 10 Year Pin; cake & card
15	\$500 Bonus in paycheck	\$250 bonus; 15 Year Pin; cake & card
16-19	\$500 Bonus in paycheck	
20	\$500 Bonus in paycheck; 5th	\$250 bonus; 20 Year Pin; cake & card
21-24	\$1,000 Bonus in paycheck	
25	\$1,500 Bonus in paycheck	\$250 bonus; 25 Year Pin; Name on 25-year plaque; cake & card; newspaper announcement w/photo
26-30	\$1,500 Bonus in paycheck	
30		\$250 bonus; 30 Year Pin; cake & card; Gift of approx. \$150 value; newspaper announcement/photo
35		\$250 bonus; 35 Year Pin; cake & card; newspaper announcement/photo

*The Town recognition program applies to full-time employees only and is not under the jurisdiction of the Library Trustees. Refer to the Town Employee Manual for current practices.

B. Work Schedule

1. Breaks

- a. Employees who work more than two and a half hours in a shift are entitled to a fifteen-minute break. Employees who work more than four and a half hours in a shift are entitled to an additional half-hour meal break. Employees who