

## Personnel Policy Issues from the Maine State Library

Personnel policies must address the following statements:

### a. Personnel procedures

Recruitment

Selection

Appointment

Performance evaluation

Promotions/demotions

Grievance procedures

Personnel records

Resignation and dismissals

Retirement

Outside employment/dual employment

Volunteer program

Probationary period

Discipline

### b. Salaries and position classifications

Job descriptions

Salary schedules

Organization chart

Pay periods

### c. Benefits

Insurance (health, life, disability)

Retirement plan (Social Security, state, private)

Employee Assistance Programs

Worker's Compensation

Credit Union

### d. Conditions of Work

Hours

Political activity

Substance abuse

Personal telephone calls/email

Attendance

Use of library equipment

Confidential records

Harassment

Emergency closings

Drug free environment

Family at work

Smoke free environment

Personal appearance

Safety

### e. Staff Development

Orientation

In-service training

Formal education

Continuing education opportunities

Professional affiliations and meetings

Travel expenses

### f. Vacation and leave

Vacation

Sick leave

Personal day

Disability leave

Leave without pay

Holidays

Personal leave

Professional and education leave

Jury duty

Reserve military duty

Emergency/funeral leave

Maternity and paternity leave

Unauthorized leave

Bereavement

Compensatory time

Overtime

Family medical leave