

the process if desired. The Personnel Committee is responsible for sharing the results of the evaluation with the full Board of Trustees.

- Support and professional staff are evaluated annually by their supervisor.

Personnel Records

Personnel records include all necessary payroll and personal information for each employee. It is the employee's responsibility to notify the Payroll or Human Resources staff person of any changes of name, address, telephone number, marital status, or tax filing status.

Employee Accidents/Medical Emergencies

Any employee who has an accident or medical emergency during working hours must report the full details of the accident or emergency to the immediate supervisor or Director(s) as soon as possible and provide a written incident report to the immediate supervisor within 48 hours if medically possible.

Employees who become aware of unsafe conditions in or around the building, parking lots, or grounds must report such unsafe conditions to the Director(s).

Anyone involved in an accident or medical emergency during working hours at the Library & Museum or in any other location where they are considered to be on work time should seek appropriate medical attention as soon as possible. The Director(s) has the right to direct an individual involved in an accident or medical emergency to seek medical help to ensure that they are in good health and receives the necessary medical attention.

Leave Policy

Employees of the Library & Museum are expected to work for the full time that they have been scheduled with opportunities for paid and unpaid leave as described below.

1. Lunches and Breaks

- Class A employees are expected to work 40 hours each week with a 1/2-hour allowance for paid lunch and two 15-minute allowances for breaks each day.
- Class B employees are expected to work 40 hours each week with a 1/2-hour allowance for unpaid lunch and two 15-minute allowances for breaks each day.
- Class C employees are given an unpaid 1/2-hour allowance for lunch on days that they are working a shift of more than six hours which extends over the noonday meal period (11:00 am-2:00 pm.) Class C staff are also allowed one 15-minute break for every four consecutive hours worked. The 1/2-hour lunch allowance and 15-minute breaks cannot be used to pad arrival or departure time, and must be taken before the last hour of a shift.