

Effective April 21, 2015, employees of the James L. Hamner Public Library will adhere to the personnel policies of Amelia County with the following additions and exceptions.

The James L. Hamner Public Library Board of Trustees serves as a governing board for the library. As such, it will be responsible for the administration of this policy; assuming all responsibilities listed as those of the County Administrator.

Additions

1. The library holiday schedule differs from the standard county schedule. Therefore, the holiday schedule shall be:

Holiday	County	Library
Lee Jackson	Closed	Open
MLK	Closed	Open
Washington’s Birthday	Closed	Open
Saturday before Memorial Day	N/A	Closed per policy
Memorial Day	Closed	Closed
Independence Day	Closed	Closed
Saturday before Labor Day	N/A	Closed per policy
Labor Day	Closed	Closed
Columbus Day	Closed	Open
Veteran’s Day	Closed	Open
Wednesday before Thanksgiving	Open	Close at 2 p.m.
Thanksgiving	Closed	Closed
Friday after Thanksgiving	Closed	Closed
Saturday after Thanksgiving	NA	Closed per policy
Christmas Eve	Open	Closed
Christmas	Closed	Closed
Day after Christmas	Open	Determined year by year
New Year’s Eve	Open	Close at 2 p.m.
New Year’s Day	Closed	Closed

The Board of Trustees will examine the holiday schedule on a yearly basis and make changes as needed.

2. **Compensatory Time**
Compensatory time may be given to those employees who work overtime as provided in the section on Overtime (Section 3-15) and with whom the library has a prior agreement or understanding that the employee will accept compensatory time in lieu of payment for overtime. Employees are encouraged to use their

accrued compensatory time, and the library will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted.

The maximum number of compensatory time hours that an employee may accrue is 40 hours. Any employee who has exceeded this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment for any such additional overtime. The library reserves the right at any time to pay an employee or any or all accrued compensatory time and/or to require the employee to use accumulated compensatory time. Compensatory time should be used or paid for within three months of the pay period earned.

3. Volunteers

The library relies on its volunteers to help support its programs and services. All interested people are encouraged to help, but are required to obey all policies and procedures. Additionally, anyone not paid directly by the county should have limited access to patron files or any other confidential information. Any volunteer with such access should sign the Library's Confidentiality Statement. Also, except in special circumstances, those under eighteen should not be allowed to use the circulation computers to check materials in or out.

The library also accepts those serving court appointed community service. However, those interested must first be accepted and forwarded by the County Administrator's office. Their duties should be limited to shelving, shelf-reading, light housekeeping, and other similar tasks.

4. Part-time employees of the James L. Hamner Public Library are classified as regular part-time, unless otherwise designated in the job description. (Approved March 19, 2019)

Exceptions

1. Chapter 3, Sections 3, 4, & 5 do not apply to James L. Hamner Public Library employees.
2. Chapter 9 – Employee Recognition does not apply to James L. Hamner Public Library employees.
3. Annual performance review dates are determined by the Board of Trustees.
4. Chapter 4, Section 4-3 does not apply to James L. Hamner Public Library regular part-time employees. (Approved March 19, 2019)