

**MINUTES OF THE PERSONNEL COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 16, 2021**

The Personnel Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:07 p.m., via teleconference (YouTube Live), to discuss the Sick Leave Policy and the Humana Life Insurance renewal. The following committee member was present: Mrs. Kara Tieman, Committee Chair. Mrs. Tamela Morton, President of the Board; Dr. Charles Kemp, Vice-President of the Board; Ms. Ruthann Brush, Board member; Paige Williams, Director; Dylan Markins, Fiscal Officer; Hannah Robinson, Deputy Fiscal Officer and Terry Stevenson, Webmaster, were also in attendance.

The Personnel Committee reviewed and recommends to the full board to approve the following updated language suggested by Ms. Danielle Parker for the Sick Leave Policy, with an effective date of March 3, 2021, as amended from 'Board' to 'Management' in policy items 11 and 12:

**Policy Update – Effective March 3<sup>rd</sup> 2021**

**Summary: Changes to sections 4 and 10, added sections 11 and 12 per legal opinion.**

**CURRENT POLICY**

508:1

**SICK LEAVE**

**Policy:**

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) Illness or inability to report for duty must be reported by 8:00 a.m. Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.

**REVISED UPDATE WITH LEGAL OPINION**

508:1

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(4) **Illness or inability to report for duty must be reported a minimum of 1 hour prior to the start of the missed shift or earlier, if possible.** Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of **unscheduled or unauthorized** sick leave in excess of 80-hours during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.

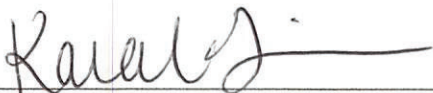
(11) Proof of illness, such as a doctor's excuse, may be required when management believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care."

(12) Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Management reserves the right to question employees concerning their sick leave use. Management reserves the right to investigate allegations of sick leave abuse. Whenever an employee is on sick leave he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.


The Personnel Committee reviewed and recommends to the full board to approve the Humana Life Insurance renewal, effective March 1, 2021-February 28, 2022, with an increase from 16¢ to 18¢ per \$1,000 of coverage.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:12 p.m.

Approved this 20<sup>th</sup> day of April, 2021.



Kara Tieman, Chairman



Ryan Salmons, Member