BAILEY PUBLIC LIBRARY
39 Bowdoin St. | Winthrop, ME 04364 | 207-377-8673 | www.baileylibrary.org

STAFF POLICY

I. SALARIES

- Salaries and other terms and conditions of employment of personnel shall be determined through good faith negotiations with the Board of Trustees Personnel Committee.
- The Director shall recommend salary adjustments for employees above the annual COLA only if available salary survey data for equivalent positions illustrates substantial disparity.

II. EQUAL EMPLOYMENT OPPORTUNITY

- The Bailey Library is an Equal Opportunity employer. The library bases its employment decisions on its staffing needs and on each person's qualifications, including such relevant factors as performance, experience, training, and education. The library will not discriminate against employees or applicants for employment on any matter related to employment including hire, tenure, terms, conditions, and privileges of employment, because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or other factors prohibited by applicable law.

III. BONUSES

From time to time, the Personnel Committee may, at its discretion, review the performance of the Director and make a determination as to what bonus payment, if any, will be paid. The bonus payment recommendation will be sent to the full Board for review in executive session. The Director, at his or her discretion, may review the performance of other library staff, and make a recommendation as to what bonus payment, if any, will be paid. Recommendations from the Director will be sent to the Personnel Committee who will decide whether to present it to the full Board in executive session.

IV. PERSONNEL POLICIES

The Bailey Library Board of Trustees adopts as policy the most recent personnel policies of the Town of Winthrop, a copy of which can be obtained through the Finance Department at the Winthrop Town Office.