

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. The Board of Trustees will determine the library's holiday schedule each year.
2. The library accepts volunteers in accordance with its Volunteer Policy.
3. Part-time employees of the James L. Hamner Public Library are classified as regular part-time, unless otherwise designated in the job description.

### **Exceptions**

1. Library employees are not required to sign the Amelia County Administration "Personnel Policy Receipt" because the library's personnel policy is on the library's website.
2. General Policy Statement, Point D: Annual performance review dates are determined by the Board of Trustees.
3. Chapter 3, Sections 3, 4, & 5 do not apply to James L. Hamner Public Library employees.
4. Chapter 3, Section 3-16 does not apply to James L. Hamner Public Library employees. The library will follow current law regarding overtime. Holiday work is addressed in the library's General Operations Policy.
5. Chapter 4, Section 4-3 does not apply to James L. Hamner Public Library regular part-time employees.
6. Chapter 9: Employee Recognition as described here does not apply to James L. Hamner Public Library employees.