

Personnel Policy

The Library board is responsible for:

- Employment of the Library Director
- Reviewing and approving library policies
- Approving the annual salary schedule, including adjustments for excellence for Director
- Reviewing grievances
- Planning for the future of the library with community input

The Library Director is responsible for:

- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, city ordinance, rules and the policies of the city and the board
- Making reports and recommendations to all the board and city officials
- Recruiting, selecting and assigning library employees and volunteers
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees and volunteers
- Appointing or removing employees or volunteers
- Administering discipline
- Conducting the appropriate steps in the grievance procedure
- Recommending changes in policy as necessary

Hiring

The Library will advertise in the local newspaper and on the State Library of Iowa's Job List website.

LIBRARY REVISIONS OF CITY PERSONNEL MANUAL FOR LIBRARY STAFF

Hours of Work and Payroll Practices

Hours of Work

- Regular full-time employees normally work eight (8) hours per day and forty (40) hours per week.
- Weekly schedules for permanent and seasonal part-time (more than 10 hours, less than 40 hours/week)
Employees will be established by the Library Director.
- Daily and weekly work schedules may be changed at the discretion of the Director to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.
- Employees are entitled to one 15-minute break for every four hours worked. Employees working over six
- Seven hours will also receive a half hour lunch break. Employees are responsible for taking their respective
- Breaks at a time that works into work flow for the day.

Pay periods

- The work week payroll purposes shall begin on Friday and end on Thursday.
- All employees are paid by direct deposit on the Friday following the end of a pay period.

- All required deductions, including those for state and federal taxes, retirement programs, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck.

Vacations

Eligibility: Permanent part-time employees who are actively and continuously employed are eligible for paid vacation based upon their anniversary dates of hire (based on a five-day work week, ie. 35 hours a week, $5/35=7$ hours off; 20 hours a week, $5/20=4$ hours off)

Scheduling Vacation

Vacation leave may be taken in whole hour increments. Scheduled vacation requests must be submitted in writing on a Leave Request form to the Director at least one (1) week prior to the proposed start of your vacation. Unscheduled vacation requests will be honored when possible by reason of workload or staffing availability. Vacation preferences are subject to staffing requirements as determined by the Director. Conflicts in vacation dates will be resolved by preference to the employee with greater seniority in employment.

Carryover

Vacation time must be used within twelve (12) months of entitlement. Entitlement is determined from the anniversary date of employee hire.

Sick Leave

Eligibility and Accrual

Permanent part-time employees shall accumulate paid sick leave at the rate of one workday per month (based on the 5 day work week i.e. $5/35$ hour= 7 hour work day) up to a maximum accumulation of one thousand (1,000) hours after completing 30 days of successful employment at the Library. Sick leave does not accumulate during any unpaid leave of absence. To be eligible for sick leave payment, an employee shall notify the Director as soon as possible, but in any events, not later than ten (10) minutes after the starting time of the employee's work day, unless the employee is unable to notify the Director because of an emergency.

Use of Sick Leave

You are eligible to use sick leave for any non-work-related illness, injury, or temporary disability including pregnancy, which prevents you from performing your job duties, as well as doctor or dentist appointments for employee or immediate family or bereavement purposes. Sick pay eligibility for cumulative absences of forty-eight (48) hours or more in three or more consecutive occurrences within a fiscal year may require you to submit competent proof of the necessity for the absence. A physician's note explaining the need for such absence would be considered competent proof. Sick leave shall be taken in increments of at least one (1) hour at a time. An employee on sick leave shall receive the employee's regular rate of pay. Employees must fill out a Leave Request form prior to using sick leave when possible (appointments) or immediately upon return from an illness.

Holidays

The Library follows the City of Tipton Personnel Manual. The library will observe the following holidays:

New Year's Day, January 1
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day after Thanksgiving, the fourth Friday in November
Christmas Eve Day, December 24
Christmas Day, December 25
Two personal "float" holidays
(Effective July 1, 2010, President's Day will be added to the list.)

Holidays on Saturdays or Sundays: Holidays occurring on Saturday will be granted on the previous Friday, and holidays occurring on Sunday will be granted on the following Monday. If you are required to work on a holiday, you will be paid one and one-half (1 1/2) times your regular hourly pay or the holiday worked can be utilized as an additional personal "float" holiday to be used during the same fiscal year. If the holiday occurs during your vacation or authorized sick leave, the day will be considered as a holiday and not as vacation or sick leave. Holiday pay is not included in calculating overtime pay. Supervisors shall notify payroll in writing if there is an absence, excused or unexcused, on the day immediately preceding or following a holiday. An unexcused absence on either of these days will result in loss of holiday pay. If the employee is scheduled to work on a holiday but fails to report for work, the supervisor shall notify payroll in writing. An unexcused absence on a holiday which the employee is scheduled to work will result in a loss of holiday pay.

Equal consideration will be given to all faiths as religious holidays occur during the year.

Weather Related Guidelines

If the weather has turned bad and there has been no one in the library for 2 hours in the absence of the director or assistant director, the library assistants on duty may close the library down or use their judgment if it needs to be closed sooner than that so that no one is put in danger. This means that the library assistant must determine for themselves if it is worth the money and time to stay open or if it is in the best interest of everyone to close. If weather conditions threaten the safety of the patrons and staff, the decision to temporarily close the Tipton Public Library shall be made by the director. In the absence of the director, a staff member will notify the director upon closing the library. Upon closing the library, Tipton City Hall and Board of Trustees shall be notified. Employees at work, if the library closed due to weather, will be compensated for their lost work time. Employees scheduled to work (later that day-but now library is closed) or that cannot make it to work due to weather will be offered the opportunity to make up the lost hours over the next two weeks.

Severe Thunderstorms/Tornadoes: If the weather radio goes off and there is a threat of a tornado or severe weather, gather all patrons and proceed to the basement to a place of safety until threat passes.

Power Outages: If the power happens to go off and does not come back on for 30 minutes, shut off all the ceiling lights but leave computers alone. Lock the doors (undo the bar to east door or locking it doesn't do any good) and close. Return to work after you are certain that power is back on. Start up each computer and shut down properly. Turn off elevator and shut off handicapped accessibility. Turn on security.

Staff Education and Development

Advanced and Continuing Education: All staff is encouraged to further educate themselves. Employees taking college course or continuing education courses to improve their library skills will be given consideration to try and arrange work schedules to accommodate the class schedule. Course fees and pay is granted for the *pre-approved* time spent at state, district and national library meetings or seminars. The Director will approve who may attend such seminars and meetings. Travel time to and from this pre-approved time (spent at state, district and national library meetings or seminars) will also be paid.

Other course work: Other course and workshop fees reimbursement is available to permanent staff with prior approval of the Director. The amount of that reimbursement will be determined by such factors as: the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.

Business travel expenses: The Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Director for reimbursement purposes. City vehicles must be used if available. Personal vehicles may be used if city vehicle is not available and employee will be reimbursed for mileage.

When approved, the actual costs of travel, meals, lodging will be reimbursed.

Staff/Board Privileges: Members of the staff of the Library, and Library Board Members, have certain privileges to which they are entitled while employed. The Director or Board may revoke any or all such privileges if abused.

These include the privilege to:

- Pay no processing fees for damaged or lost materials; only replacement costs.
- Use the Library meeting rooms at no charge.
- Make up to 20 photocopies per week for personal use at no charge.
- Fax up to 5 pages a month at no charge.
- Pay no fines for overdue materials when returned in good condition.
- Request up to 3 interlibrary loan books per month at no charge.

Appearance-Grooming: Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and projects an image that inspires the confidence of citizens and others with whom the employee must associate during work. Specific rules related to appearance and grooming referred to in the Library's Employee Handbook.

Personal Activities: Conducting personal or non-duty related activities is discouraged during work hours, except in emergencies and with the approval of the director or assistant director. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business. Non-work related use of social media should follow the same guidelines as personal calls.

Absence Without Leave: Any absence of an employee, including an absence for a single or part of a day, that is not approved by the Library Director will be deemed an absence without leave. Any such absence shall be without pay and will be subject to disciplinary action. See City of Tipton Personnel Manual "5.3 Corrective Action/Discipline".

- Approved time off shall be granted if employee has either sick time or vacation time to take. Sick time must be used for sick time as stipulated in the City of Tipton Policy manual. Director or employee can find substitute
- Approved time off shall be granted IF employee can find substitute to cover shift even if employee has no accumulated sick or vacation time to take
- Unapproved time off will be issued if employee asks for time off/takes time off without having sick or vacation time to take AND does NOT find a substitute.

Discipline: (Taken directly out of City of Tipton Personnel Manual "5.3 Corrective Action/Discipline")

If your performance, work habits, attitude, or demeanor become unsatisfactory in the judgment of the City, based on violations of either the rules listed above or other city policies, rules, procedures, or expectations, you will be subject to disciplinary action, up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that the city believes will respond to corrective discipline will normally be handles as follows:

1. Counseling: The employee's supervisor will normally give the employee a verbal warning.
2. Written warning: if the unsatisfactory conduct continues, the employee's department head will normally issue a written warning
3. Suspension: If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
4. Termination: If the conduct continues, the city may terminate the employment of the employee.

Chain of Command: Incidents between staff members should try to be resolved on an individual basis with the staff members involved. If the situation cannot be resolved, staff members should go to the director to resolve the situation. If the situation cannot be resolved or staff members concerned are not happy with the action taken by the director, they may inform the director they are going to the library board; the issue will be put on the agenda and addressed.

If the issue is still not resolved through the library board, the staff member may present it to the city administrator. See City of Tipton Employee manual for resolving personnel issues.

Personnel Files: The library considers personnel files to be library property generated for purposes of conducting business operations. Access to these files and the information contained in them is generally limited to the employee, appropriate administrative personnel and third parties authorized in writing by the employee. The file information related to education, employment and job performance will be maintained in these files. Confidential medical records and benefits information are maintained separately from an employee's personnel file.

Library employees are permitted access to their personnel files. Employees are permitted to examine, take notes, and make copies of any materials in their file. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof and will be permitted to place a concise statement of disagreement in the file.

Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained, seminars attended, and certificates of completion.

Medical Files: Employee medical records are personal and confidential and will be maintained in a separate medical file. Medical files are subject to the privacy restrictions imposed by the HIPAA 1996.

Public Information: The following employee information is classified as "Public Information" under Section 22.7 (11) of the Iowa Code and will, upon request, be provided to any individual or institution by the library:

- Employee name
- Employee compensation including the value of benefits conferred, including but not limited to casualty, disability, life, or health insurance, other health and wellness benefits, vacation, holiday, and sick leave, severance payments, retirement benefits and deferred compensation.
- Employee hire date and separation date
- Positions held with the library
- Education institutions attended and degrees and/or diplomas earned
- Previous employment information including names of previous employers, positions previously held, and dates of previous employment
- The fact that an employee was discharged as a result of final disciplinary action*

*Information becomes public upon exhaustion of applicable contractual, legal and statutory remedies