

Correctionville Public Library

Personnel Policy

General Provisions

The purpose of this policy is to establish a reasonable system for administration of personnel matters and is only a guideline to explain benefits and personnel policy of the Correctionville Public Library, and is not a contract either expressed or implied, guaranteeing employment. The Correctionville Board of Trustees reserves the right to amend, add, or revoke any or all policies, procedures, or benefits at any time at its sole discretion and without prior notice. Efforts will be made, however, to notify employees as soon as possible.

All library employees are City of Correctionville employees and as such follow the same rules and guidelines as all other City employees. This policy is in accordance with the current City of Correctionville Personnel Manual.

The Correctionville Public Library maintains a policy of non-discrimination with all library employees and applicants for library employment. Employment is based on merit and qualifications regardless of race, religion, sex, age, national origin, disability, or any other basis prohibited by law.

Employee Status

The Library Board recruits, selects, and hires all employees of the Correctionville Public Library in accordance with all applicable laws. All library employees serve at the direction of the Library Board. The Library Board will advise the Correctionville City Council of all new hires.

An initial period of six (6) months is in effect at the onset of employment and serves as a period of evaluation prior to achieving regular status. An employee may be dismissed at any time during this trial period.

Any library employee who wishes to resign should give at least two weeks advance written notice to the President of the Library Board.

Any employee who resigns, is discharged, retires, or fails to return following an authorized leave of absence, will be regarded as permanently separated from employment. Should such separated employee be rehired, it will be as a new employee. An employee, who is involuntarily terminated, other than in connection with a reduction in workforce, will be ineligible for rehire. Terminated employees will receive their paycheck on the first regularly scheduled payday following their termination.

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Work Schedule and Pay Policy

The salary of both the library director and assistant librarian positions will be set by the Library Board of Trustees at time of hire. All library employees are paid at least the current minimum wage. Increases in pay will be subject to availability of funds as determined by the Correctionville City council. All library employees work twenty hours or less per week and are regular part-time employees.

All library employees are paid for hours worked only when the library is open to the public, unless prior approval by a vote of a quorum of the Library Board is given. Such instances might be to accomplish large projects that cannot be done during open hours when patrons are present or for unique circumstances.

The work week is defined as Monday through Saturday. Employees are required to maintain accurate timecards noting hours worked. It is the employee's responsibility to turn in all timecard information to the City Clerk in a timely fashion in order to receive pay.

Library employees will be paid on a bi-weekly basis on the first Monday following the end of the two week work period. When the payday falls on a holiday, payment shall be made on the following regular workday.

Benefits

All regular part-time employees will receive only those benefits mandated by law or regulation such as Social Security and Iowa Public Employees Retirement (IPERS). Regular part-time employees are not entitled to holiday pay, vacation pay, paid sick leave, or other benefits.

The Correctionville Library, in accordance with the City of Correctionville, observes and is closed on six regular holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Disciplinary Procedures

It is recognized to be the obligation of all library employees to be courteous and efficient in the performance of their duties. When the good of the city service requires, disciplinary action shall be promptly administered and thoroughly documented for correcting actions or terminating employees. Each case shall be considered on its own merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition and the attitude of the offender. In all cases, the Library Board reserves the right to adjust its action to suit the circumstances.

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Disciplinary action may include one or more of the following:

1. **Verbal Reprimand.** Correction of an employee's action in the form of an oral reprimand. This is usually used for first or minor offenses. Oral warnings may become part of the employee's personnel record.
2. **Written Warning.** A written statement identifying what the employee did, when it happened, what is expected in the future and subsequent consequences if violations continue. Written warnings become part of the employee's personnel record.
3. **Suspension.** A disciplinary layoff resulting in loss of pay for a period of time determined by the Library Board.
4. **Discharge.** A complete separation from employment. Grounds for such action must be documented on a Performance Evaluation and will be placed in the employee's personnel file.

The fact that these actions are listed in order of severity does not imply that the employer will necessarily or regularly follow this sequence.

Inappropriate Behavior

All employees are expected to treat other employees and the public with courtesy and respect. It is impossible to list all appropriate and inappropriate employee behavior. Below is a partial listing of behavior that is considered inappropriate for the library and may result in disciplinary action or discharge.

1. Theft.
2. Deliberately falsifying, altering, or supplying false information on library or City of Correctionville records, to include falsifying employment applications, time sheets and other payroll records.
3. Unexcused failure to keep necessary licenses and/or certification.
4. Working on personal jobs or carrying on secondary employment on paid library time.
5. Disobedience, insubordination, refusal to comply with reasonable instructions, or failure to perform reasonable duties which are assigned.
6. Unexcused sleeping during working hours.
7. Performance which, in the library board's opinion, does not meet the requirements of the position.
8. Negligence in observing fire prevention or violation of safety and health rules established in writing by the City, or contained in Federal or State safety does, which may endanger the employee, other employees or the public.
9. Excessive absenteeism.
10. Unexcused failure to notify your supervisor that you will be absent from work.
11. Failure to follow the proper procedures or policies of the library.

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12. Incompetence.
13. Unauthorized possession of firearms or explosives, or violating criminal laws on library premises.
14. Breach of confidentiality.
15. Consuming, having possession of, or being under the influence of intoxicants, narcotics, controlled substances, or other non-medically prescribed drugs while on the work premises or on work related activities.
16. Harassment, whether on the basis of any legally protected category or generally harassing conduct.
17. Willful destruction and/or unauthorized use or possession of property or equipment belonging to the Correctionville Library.
18. Other circumstances for which the Library Board believes corrective action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment at-will relationship between the employee and Library Board.

Grievance Procedure

The Library Board strives to provide a work environment in which problems or complaints are addressed effectively at the Library Board level. A grievance shall be defined as a dispute or disagreement raised by an employee against the Library Board and/or the City of Correctionville involving the interpretation or application of this policy.

All time limitations in this grievance procedure shall exclude Saturdays, Sundays and holidays and may be extended by mutual agreement of the employee and the President of the Library Board. All reference to days shall mean workdays. Grievances, as herein defined, shall be processed in accordance with the following steps:

Step 1: Any library employee who has a grievance may submit complaint orally or in writing to the President of the Library Board within five (5) days of the grievance. If the President is not able to resolve the issue within five (5) days of the occurrence of the alleged grievance, the matter will be brought before the Library Board at the next scheduled meeting and a written response given within three (3) days.

Step 2: The grievance shall be considered resolved unless within five (5) days of the receipt of the response in Step 1, the employee submits a written appeal to the Mayor of Correctionville. The Mayor shall respond in writing to the grievance within five (5) days of the receipt of the grievance.

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Step 3: The grievance shall be considered resolved unless within five (5) days of the receipt of the response at Step 2, the employee and/or authorized representative submit a written appeal to the Mayor and City Council. The Mayor and City Council shall hold a hearing within ten (10) days of the receipt of the appeal.

The employee shall have the right to be present and to set forth information to assist the Mayor and City Council in reaching a decision on the grievance. Said decision shall be issued within ten (10) days following the completion of the hearing. The decision of the Mayor and City Council shall be final.

Personnel Files

Library personnel files shall be kept confidential, unless otherwise ordered by a court of competent jurisdiction. The Correctionville City Clerk is designated as the custodian of said personnel records.

No information from any employee's personnel file shall be released to any other party, except to verify employment, employment dates and job titles, without prior written authorization from each employee. Each employee shall be free to examine their own personnel files, subject to Iowa Code 91B.1 and the following provisions:

- The President of the Library Board, City Clerk and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the City Clerk's office shall be present.
- An employee shall not have access to employment references written on behalf of the employee in seeking another job.
- The City will charge a reasonable fee for each copy made by an employee of an item in the employee's personnel file, to a total amount not to exceed \$5.00

Each library employee is responsible for notifying the Correctionville City Clerk of changes in address and telephone number, in order to keep accurate personnel records.

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Performance Evaluations

The Library Board shall conduct annual appraisals or evaluations of each library employee's performance, at which time personal and management goals can be discussed and negotiated. The purpose of the library employee evaluations is to benefit both the employee and the employer, to increase the communication process between the Library Board of Trustees and the employee in order to gain a clear understanding of the job duties and responsibilities, to give proper recognition of work well done, as well as to assist the employee in improving performance.

Employees may be evaluated at least once during their initial trial period and will be evaluated just prior to the completion of the employee's initial trial period. After the employee is put on regular status, the employee will be evaluated at least annually.

The President of the Library Board of Trustees shall be the evaluator for each employee. The employee and the evaluator will initial each evaluation. All evaluations must be signed by both the evaluator and the employee who is being evaluated. The signature means only that the evaluation occurred. The evaluation will be placed in the employee's personnel file and the employee will be provided with a copy.

Education Reimbursement

Library employees are encouraged to take advantage of relevant education and training benefits to improve their job skills. The Library Board may authorize or require employee attendance at certification classes, conferences, seminars, workshops or other functions of a similar nature that are intended to improve or upgrade the employee's job skills. The employee's cost of registration, tuition and related materials will be paid by the Library Board.

Orientation

The Library Board shall provide an effective orientation for new directors to assure that the director understands the following:

1. All policies and processes related to the daily operation of the library
2. Reporting and budgetary requirements that assure accountability and compliance with the law
3. Expectations of the board in regard to administrative processes and protocol
4. Rules and requirements for state certification and any assistance which is provided by the Correctionville Library to acquire and maintain appropriate certification.

Assistant librarians and volunteers will be given information and training by the library director on an as needed basis.

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Library Director Responsibilities

- The library director shall be responsible to the Library Board in all matters pertaining to and concerning the library, will be present at monthly board meetings and will prepare and present such reports and meeting documents as requested.
- The library director shall maintain financial records in an efficient manner, present periodic reports to the library board, and assist trustees with presentation of the adopted request for appropriation to the City of Correctionville.
- The library director shall meet regularly with staff and volunteers for training and interpreting board policy.
- The library director shall have the responsibility for collection development for all material in the library which includes the selection, ordering, processing, weeding and inventory or the collections according to the guidelines set forth in the policy
- The director will recommend changes in or additions to library policies as needed.
- The director will perform preparatory work to assist the board with regular library planning.

Miscellaneous

The library is designated as a non-smoking building. No smoking is allowed anywhere in the building and employees and visitors who wish to smoke must leave the building to do so.

All library employees are expected to observe a high standard of behavior. This is necessary for the protection and welfare of employees and for the system to conduct its daily business in an orderly manner.

Disclaimer

This policy is intended for informational purposes only and does not create an employment contract. It does not contain all of the information needed during the course of employment.

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