

Norelius Community Library

PERSONNEL POLICIES

The Library Board of Trustees has reviewed and adopted the City of Denison Personnel Policies and Regulations with some exceptions. Refer to the Appendix for the City Personnel policy.

NORELIUS COMMUNITY LIBRARY EXCEPTIONS TO CITY PERSONNEL POLICY

Revised 1-18-06

SECTION VIII – PAY PERIOD, HOURS, OVERTIME, & COMPENSATION

Add at the end of the section: “The Library Board requires that library employees use compensatory time within a year from the date accrued.”

SECTION IX – WORK ASSIGNMENT

Substitute the following for the entire section:

All library employees will be encouraged to advance as openings occur, based on their qualifications.

In the case of a transfer within the Library, the Library Director shall determine the wage if part time or the Library Board if full time.

All original employment or promotional transfers shall be for a period of six (6) months, during which time, at the Board’s discretion, the employee may be released, rejected, or, in the event of promotion, returned to the position from which she/he was promoted.

SECTION X – VACATIONS

Paragraph 5 – Substitute “discretion of the Library Director” for “convenience of the City of Denison” as below:

Vacation leave shall be arranged in accordance with the employee’s plans whenever possible; however, in all instances vacation time shall be at the discretion of the Library Director.

SECTION XI – HOLIDAYS

The library’s list of holidays is different from those observed by other City departments:

January	New Year’s Day
February	President’s Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Veteran’s Day
November	Closing at 4:00 Thanksgiving Day Eve (1/2 day)
December	Christmas Eve Day

December	Christmas Day
December	Closing at 4:00 New Year's Eve (1/2 day)

The library shall maintain its regular hours on Martin Luther King Day, President's Day, and Veterans Day. Refer to the library's Personnel Administration Policy for holiday pay and compensatory time.

SECTION XVII – ELECTRONIC TOOLS

Because we offer electronic tools for public use, there are some differences in the library's rules regarding electronic tools. Library employees may use public access computers for personal use on their own time, but will be governed by the Library's Technology Policy for such use.

SECTION XXII – GRIEVANCE PROCEDURE

Refer to the Library's Personnel Administration Policy for Grievance Procedures.

Norelius Community Library

PERSONNEL ADMINISTRATION

Responsibilities of all employees

1. Friendly service to customers is to be given top priority.
2. Be aware of local, municipal, and state legislation relevant to Intellectual Freedom. Freedom to read and freedom of the Press are directly related.
3. Bring complaints from the public to the Library Director's attention.
4. Maintain confidentiality of all information regarding Library patrons.
5. At least one adult staff member must be on duty in the Library at all times when the Library is open to the public.

Hours and Scheduling

1. The Library Director's hours shall be established by the Board.
2. The Library Director shall be scheduled to work 40 hours per week.
3. The Library Director shall prepare the work schedule for the Library staff.
4. The Assistant Director and the Children's Librarian shall be scheduled to work no less than 32 hours per week and no more than 40 hours per week.
5. Full time employees shall be scheduled to work a minimum of five days per week.
6. Hours worked shall be recorded on a time sheet and provided to the City Clerk.

Vacations

Vacation leave shall be arranged in accordance with the employee's plans whenever possible; however, in all instances vacation time shall be at the discretion of the Library Director.

Holidays

Nine paid holidays and two early closings will be recognized:

January	New Year's Day
February	Presidents' Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Veterans' Day
November	Thanksgiving Day
December	Christmas Eve Day
December	Christmas Day

The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve.

The Library will be open regular hours on Presidents' Day and Veterans' Day, but will close for all other holidays listed above.

If a full time Library employee works on Presidents' Day or Veterans' Day, the employee will receive compensatory time in order to take the holiday on another day.

Full-time employees shall receive pay for scheduled hours if the Library is closed for a holiday.

If a holiday falls on a Sunday, the holiday will be observed either the preceding Saturday or the following Monday, at the discretion of the Library Director.

If a holiday falls on a full-time employee's day off, compensatory time equal to the average number of hours that employee is scheduled to work (weekly scheduled hours divided by the number of days scheduled) will be given.

Computing hours for early closings on Thanksgiving Eve and New Year's Eve: Full-time employees will receive the equivalent of one-half his/her average hours per week, or the number of hours scheduled, whichever is greater, as compensatory time.

Part-time and temporary employees are not entitled to paid holidays.

Compensatory Time

Compensatory time for hours over forty (40) per week will be given at the City of Denison rate. However, compensatory time must be used within one year of accrual.

Overtime

All hourly employees will be paid for straight time. Overtime over forty (40) hours per week will be paid at time and one half. Overtime for hourly employees will be authorized at the discretion of the Library Director.

Payment of Professional Dues, Expenses, Mileage

1. Professional dues to the Iowa Library Association shall be paid for the Library Director and the President of the Board of Trustees, and other personnel as needs and funds allow.
2. Professional dues to the American Library Association and the Public Library Association shall be paid for the Library Director, as funds allow.
3. The Library shall pay the employees' expenses and mileage to workshops. This includes expenses and mileage to classes for State Library Certification. Mileage reimbursement shall be at the rate set by the City of Denison.
4. Employees attending to official Library business outside of regularly scheduled hours shall be compensated at their regular pay when proof of expense is presented to the Library Board.

Electronic Media

Computers and other electronic media provided by the Library for the public may be used by employees on their own time in accordance with the Library's Technology Policy.

Discount Privileges

Library personnel and members of the Board of Trustees may avail themselves of discount privileges for personal books and Library materials ordered.

There is no charge to employees or Trustees for use of the copier or the fax machine for personal use.

Appropriate Dress

Employees shall wear appropriate dress for working with the public. A professional appearance is encouraged. Jeans may be worn for cleanup days with prior approval. Shorts are not considered appropriate dress.

Funerals

Reasonable leaves of absence shall be granted to Library personnel to attend funerals of the immediate family.

Immediate Family

Immediate family includes spouse, children, parents, grandparents, foster children, brothers, sisters, or corresponding relative of your spouse or other relatives residing in your immediate household.

Moonlighting

No restrictions will be placed on employees working other jobs so long as the outside employment does not interfere with their work at the Library.

Severe Weather

When the Director or designated staff member, upon consulting with the Board President or next senior Board member, judges that weather conditions threaten the safety of the staff or the public, the Library will delay opening or will close early.

If the Library is forced to close due to inclement weather, all employees scheduled to work will be paid as if they had worked that day's normally scheduled hours, unless they have previously chosen not to come in. However, the Library Page and the Custodian will not be paid for hours that day, but may make up the lost time by the end of the pay period by working additional hours on another day.

If a full-time employee has elected to take a personal day before the decision is made to close the Library, the employee must take her/his normally scheduled hours as vacation or comp time. If a full-time employee has elected to take sick

leave before the decision is made to close the Library, the employee must take her/his normally scheduled hours as sick leave.

If the Library remains open, and an employee scheduled to work has previously chosen not to come in, the employee must take the time as vacation, sick leave or comp time; or if a part-time employee, will not be paid for hours scheduled that day.

Evaluation

The Library Director shall evaluate the performance of employees annually, for review by the Board at the April meeting each year.

The Library Board shall evaluate the performance of the Library Director annually, for review by the Board at the April meeting each year.

The Library Board and the employees shall evaluate the Library for review by the Board at the April meeting each year.

The Board shall evaluate its own performance at the April meeting each year.

Access to Personnel Files

The Library maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, training, salary increases, and other employment records.

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only the Library Director, Library Board President, and the Denison City Manager are allowed to review the information in personnel files.

With reasonable advance notice, employees may review their own personnel file in the presence of a member of the Library Board. Employees who wish to review their own file should contact the Library Director. Employees may also obtain a copy of their personnel file from the Library Director.

Termination of Employment

Dismissal procedures: In the event an employee is dismissed, said employee shall be given a written notice terminating employment. Upon request, said employee shall have the opportunity to meet with the Library Board of Trustees at its next regularly scheduled meeting to discuss the grounds for dismissal.

Grievances

The Library Director shall have access to the Board of Trustees. The Assistant Director, Children's Librarian, and other staff members shall first take any grievance they may have to the Library Director. If the Library Director does not remedy the grievance, they then may bring their grievance to the attention of the Board of Trustees at a Trustees' meeting. The Library Board's decision is final and binding.

Policy Copies

Each employee and new employees shall be given a copy of the Personnel Policies, which shall be reviewed annually by the Library Board of Trustees.