

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

Reviewed and Revised 11-30-17

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

Add at the end of the section: “The Library Board requires that library employees use compensatory time by the end of the fiscal year in which it was 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
January	Martin Luther King 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 (No longer 1/2 day holiday as of 11-30-17)
November	Thanksgiving Day
December	Christmas Eve Day (Trade holiday for Day after Thanksgiving)
December	Christmas Day
December	Closing at 4:00 New Year's Eve (No longer 1/2 day holiday as of 11-30-17)

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.