

Carter Lake Public Library

Personnel Policy

Introduction:

This policy manual contains the current **personnel policy** for the Carter Lake Public Library and supersedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, the Library Director shall make a working determination and recommend a policy update or change to the Library Board. The policy may be reviewed or changed by the Library Board at any time. Revised policy pages will be supplied to all current staff and Library Board members and shall be clearly labeled as replacement manual pages. All staff shall be supplied a copy of this manual and should sign a copy of the Employment Acknowledgement Form. A copy of the form will be kept in their personnel file.

Employee Professionalism:

The library is a public institution supported by taxation, and therefore, belongs to the people. Each patron regardless of gender, age, race, appearance, disability, religion, sexuality, or socioeconomic status, should be given prompt, efficient, impartial, and courteous service. Staff members should bear in mind that they are immediate representatives of the library in all instances, including social media, and do much to form public opinion regarding the library.

As an employee of the Carter Lake Public Library, I will:

- Protect each user's right to privacy concerning information sought or received, and materials consulted, borrowed, or acquired.
- Distinguish clearly, in my actions and statements, the differences between my philosophy and attitudes and those of the library.
- Not speak or act in ways that are detrimental to my fellow staff, the Board, or the library.
- Always be alert and approachable to customers seeking assistance.
- Show children the same courtesy as adults.

Recruitment and Selection of Staff:

The Library Director is hired by and is responsible to the Library Board of Trustees. The Library Director recommends the employment of all staff members for approval by the Library Board. The library may do a background check on prospective or current employees. It is the policy of the Carter Lake Public Library to not discriminate in its service programs or employment practices based on race, religion, gender, national origin, age, sexuality, or disability. It is imperative that the library recruits, hires, and maintains highly capable and productive employees. To do this, the library needs to attract qualified individuals, ensure that employees are acknowledged for their contributions, and encourage employees to achieve their full potential.

Probationary Period:

New staff members are in a probationary period of three (3) months. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After the probationary period, the supervisor will evaluate the employee's work performance. A satisfactory evaluation will qualify the employee as a regular staff member. An unsatisfactory evaluation at any time during the probationary period may result in the employee's immediate termination. The evaluation reports will be maintained in the personnel file.

Definitions:

- “Full-time” is defined as working a regular scheduled 40-hour week.
- “Part-time” is defined as working 29 hours or less a week.

Personnel File:

Personnel files are confidential. They are located in the Library Director’s office and are maintained for all current employees of the Carter Lake Public Library. The Library Director will have access to these files. The library will release the following information about an employee:

Dates of employment

Positions(s) held

Verify employment and salary to financial institutions with staff member’s prior approval

Included in the personnel files are the following items:

- Forms related to hiring
- Evaluations
- Reprimands
- Statements of grievance (problem resolution)
- Emergency contact numbers
- Background check information
- Copies of certification

All employees have the right to inspect their personnel files. Files are available during business hours by making arrangements with the Library Director. It is the responsibility of each employee to promptly notify the Library Director of any changes in personal data. Personal mailing addresses, telephone numbers, emergency contacts and numbers, and other such status reports should be accurate and current at all times.

Classification of Positions & Certification:

All positions are classified, as detailed below, to assign them to the salary scale:

Classification Level I (Hourly \$12.50- \$15.00)

Librarian – part-time

Classification Level II (Hourly \$17.00 - \$19.00)

Youth Librarian-full-time

Classification Level III (Hourly \$18.00 - \$20.00)

Assistant Library Director – full-time

Classification Level IV (Hourly \$20.00 - \$25.00)

Library Director – full-time

Job Descriptions:

Employees will receive a copy of their job descriptions when hired. Job descriptions outline the major duties and responsibilities of each position in the library and are intended to guide employees in the performance of their work. These descriptions are revised and updated as necessary to coincide with changes and improvements in library operations.

Evaluation:

Employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's three (3) month probationary period. Additional formal performance evaluations are conducted annually to provide both supervisor and employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals. The Library Board is responsible for evaluating the Library Director annually. Evaluation records become a regular part of the employee's personnel file. Employees will receive a copy of their evaluation upon request.

Disciplinary Action:

The purpose of this section is to state the library's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The library's best interests lie in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any such action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Procedure:

Disciplinary actions will be explained to and discussed with the employee at each step in the procedure stated below. All disciplinary action documents will be placed in the employee's personnel file.

Verbal Warning:

For most infractions, the employee will be warned verbally. A notation will be placed in the employee's personnel file. If the situation is not corrected in the time frame specified by the Library Director, the Library Director will proceed with a written warning.

Written Warning:

The employee will be warned verbally and in writing, and the written warning will be placed in the employee's personnel file. This written record notifies the employee that his/her performance of conduct is unacceptable and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action and time frame.

Termination for Cause:

Except as otherwise provided, employees are at will and may be terminated with or without cause at any time. Employees terminated for just cause shall not receive any of their accrued benefits. Employees who are terminated under these circumstances shall not be reemployed by the Library.

Immediate dismissal may occur. Some instances for dismissal may include but are not limited to:

- Physical or verbal abuse and/or sexual harassment of a library customer or employee
- Theft of or deliberate damage to library property or the property of a library patron or employee
- Possession or use of alcohol or illegal drugs (City of Carter Lake Drug and Alcohol-Free Policy)
- Insubordination
- Falsification of library records
- Possession of explosives or weapons in the library

Drug-Free Workplace:

The Carter Lake Public Library intends to maintain a drug-free workplace. Every employee is required to abide by the prohibition above and to notify the Library Director if he or she is convicted of any criminal drug statute violation occurring on library property no later than five (5) days after such conviction. The Carter Lake Public Library may terminate employment of any employee convicted of any violation of federal or state statutes dealing with the manufacture, dispensing, possession, distribution, or use of any controlled substance and/or illegal drug in the workplace. Excessive alcohol or drug use off library grounds which affects an employee's attendance or behavior while at work, and drug or alcohol use during work hours shall also be grounds for dismissal. When an employee's health or job performance declines, and this decline is attributed to or is related to alcohol or drug dependency, the employee may ask the Library Director for the opportunity to enter counseling or rehabilitation. If an employee refuses to take action to correct a problem that is affecting job performance and workplace relationships, the employee may be subject to dismissal or other appropriate personnel action.

Exit Procedure:

All employees ending employment with the Carter Lake Public Library should return all keys and nametags to the Library Director on or before the employee's final workday. All personal property should be removed from the employee's work area. The library will take all action deemed appropriate to recover or protect its property.

Workweek:

The workweek is defined as beginning Saturday and ending Friday. All full-time employees working on Saturday will take equivalent time off during the workweek to keep the total scheduled hours at 36 or under.

Breaks:

An employee is allowed a paid 15-minute break during each consecutive four (4) hour shift worked if working conditions allow.

Meal Breaks:

Any employee working more than six (6) hours is allowed a thirty (30) minute meal break. This meal break is **paid-time** for salaried employees. Non-salaried employees should clock out for meal breaks.

Smoke/Tobacco-Free Workplace:

Smoking, use of electronic smoking devices, and other tobacco use are prohibited in the interior of the Carter Lake Public Library building and on library property in compliance with the Iowa Smokefree Air Act. Iowa Code 142D

Family and Medical Leave Act - FMLA:

An employee may be granted up to 40 hours of paid family and medical leave in a calendar year to provide temporary emergency care for ill or injured members of their immediate family.

Funeral Leave:

In the case of the death of a person in the immediate family of the employee, the employee is entitled to up to 40 hours off with pay.

Parental Leave:

If an employee is full-time for more than two (2) years, the employee shall be entitled to three (3) weeks of paid parental leave. If an employee is full-time for five (5) or more years, the employee shall be entitled to six (6) weeks of paid parental leave. While an employee is on parental leave they will continue to receive other benefits and seniority. Once the employee has exhausted any applicable paid parental leave, the employee may elect to use any accrued and available sick leave and vacation time. Once that has been exhausted the employee may utilize unpaid leave as allowed by the Family Medical Leave Act (FMLA) where applicable or as allowed by Iowa Code section 216.6(2)(e).

Military Leave:

Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from employment for the period of active duty, consistent with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee will be paid his/her normal pay for the first 30 days.

Personal Appearance:

Library employees are expected to be well-groomed and neatly dressed. Employees of the Carter Lake Public Library should dress appropriately when working with the public to convey a positive and professional image of both oneself and the library while remaining approachable to library customers. T-shirts showing library or book messages are allowed as long as they are appropriate. Hoodies are permitted under the same guidelines. Jeans are permitted to be worn daily as long as there aren't any holes or frayed edges and are not ill-fitting.

Bare midriffs, spaghetti straps, skirts or shorts shorter than just above knee length, controversial clothing or accessories, or flip-flops are **NOT** allowed. Clothing or accessories that are political or have abusive or demeaning language or pictures that are in poor taste including lewd, suggestive, or offensive works or innuendo are **prohibited**. This includes items that have words or phrases that are suggestive because of the use of a double entendre. Clothing should not be tight or ill-fitting. The Library Director reserves the right to deem any article of clothing or accessory to be inappropriate. On occasion, the Library Director may authorize exceptions to the dress code.

Telephone Calls, Cell Phones, & Text Messaging:

Lengthy and/or frequent personal telephone calls are not allowed on library business phones. Cell phones may be brought to work by library employees but must stay turned off or on vibrate while the employee is working. Personal text messaging is not allowed from the employee's cell phone while the employee is working. An employee may make personal phone calls and texts while on break or during lunch.

Computer Use:

Lengthy and/or frequent personal use of or social networking with library computers is discouraged while working. Employees' library e-mail accounts and computer use may be monitored.

Wellness Day:

An employee will receive eight (8) hours (day off with pay) every three months if the employee does not use any sick time in the previous three (3) months.

Holidays:

If a holiday designated as a paid holiday falls on Saturday, the preceding Friday shall be granted. If a holiday designated as a paid holiday falls on Sunday, the following Monday shall be granted. Part-time employees are not entitled to holiday pay. Designated holidays for the Carter Lake Public Library personnel are:

- *New Year's Day
- *Good Friday
- *Independence Day
- *Veteran's Day
- *Thanksgiving Day (and the Friday after)
- *Christmas day
- *Birthday (must be taken within two (2) weeks before or after employee's birthday)
- *Floating Holiday

Holiday pay for library personnel is 8 hours for each holiday listed. (Total - 64 hours)

Vacation:

Vacations shall be earned from the anniversary date of employment. No unused vacation days may be carried over to the next year and no payment will be made for vacation time not used. The Library Director will have control of the scheduling of all vacations. A terminated employee shall receive pay for all accrued vacation due. There will be no vacation or sick leave accrual during leave without pay. Full-time employees shall be entitled to paid vacations at their basic rate of pay based on the following schedule.

- *0 hours during the first year of service
- *40 hours after 1 year of service
- *80 hours after 2 years of service
- *80 hours after 3 years of service
- *80 hours after 4 years of service
- *80 hours after 5 years of service
- *88 hours after 6 years of service
- *96 hours after 7 years of service
- *104 hours after 8 years of service
- *112 hours after 9 years of service
- *120 hours after 10 years of service
- *128 hours after 11 years of service
- *136 hours after 12 years of service
- *144 hours after 13 years of service
- *152 hours after 14 years of service
- *160 hours after 15 years of service + an additional 8 hours for each additional year worked thereafter.

Sick Leave:

Full-time Carter Lake Public Library employees can earn up to 320 hours of sick leave.

- *96 hours during the 1st year of employment
- *108 hours after the 2nd year of employment
- *120 hours after the 3rd year of employment
- *132 hours after the 4th year of employment
- *144 hours after the 5th year of employment

- *160 hours after the 6th year of employment
- *200 hours after the 7th year of employment
- *240 hours after the 8th year of employment
- *280 hours after the 9th year of employment
- *320 hours after the 10th year of employment

Court Leave:

Any full-time employee who is selected for jury duty or is called as a government witness shall receive a paid leave of absence at the employee's regular rate of pay for up to forty (40) hours per week for the time spent on such duty. Compensation received by the employee from the court will be submitted to the Carter Lake City Clerk, except for meal or travel expenses incurred by the employee. If the employee is summoned as a plaintiff or a defendant in a proceeding involving or arising from personal business or matters outside of employment, the employee shall not be entitled to leave with pay but may use accrued vacation, floating holiday, or comp time to offset the lost time.

General Employee Safety:

The Carter Lake Public Library is committed to the safety and health of all employees. Safety is to be given primary importance in every aspect of planning and performing all library activities. Below are some general safety rules to assist you in making safety a regular part of your work.

- Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents.
- Ask for assistance when lifting or moving heavy objects. Bend your knees, get a firm grip on the object, hold it close to your body, and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles. Stack materials only to safe heights. Keep cabinet doors and file/desk drawers closed when not in use.
- Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.
- To prevent slips and tripping, clean up spills and pick up debris immediately.
- Do not stand on a wet floor while using any electrical apparatus. Do not overload outlets.
- Know where fire extinguishers are and how to use them.

Fire Prevention:

Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them should the need arise. Notify the Library Director if an extinguisher is used or if the seal is broken. When a fire is spotted, evaluate the situation quickly to determine if evacuation is necessary or if you can fight the fire using the extinguisher.

If evacuation is necessary:

- Dial 9-1-1
- Warn co-workers and patrons in the immediate area of the fire
- Staff will check all areas, including restrooms and storage rooms, at the early stages of evacuation
- Handicapped individuals should be accompanied by a staff person to the nearest exit
- The gathering point will be Willow Drive and the Community Center Parking lot
- Only when the "ALL CLEAR" is given by the Fire Department may staff re-enter the library.

Workshops and Conferences:

With the approval of the Library Director, the library will pay for staff attendance at job-related conferences, seminars, and continuing education opportunities. All travel time will be paid. Non-travel days spent attending meetings that require an overnight stay are considered eight (8) hour workdays. The Library Board of Trustees must authorize out-of-state travel.

Reimbursement:

Mileage for the use of personal vehicles will be reimbursed under Federal guidelines. To receive compensation for expenses incurred for meetings and mileage, employees must submit vouchers with receipts.

Policy Review and Amendments:

The Carter Lake Library Board of Trustees will review this personnel handbook annually. This handbook may be amended by a majority vote of the Library Board of Trustees at any meeting.

Personnel Policy
Adopted April 25, 2016
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