



# **MARY BARNETT MEMORIAL LIBRARY**

## **PERSONNEL POLICIES**

### **A. PERSONNEL**

The Board believes in the dignity of the individual and of constructive work and in the importance of self-fulfillment. It endeavors to provide an environment conducive to the maximum development of each staff member.

It is committed to equitable treatment of each employee through the development of well-defined City of Guthrie Center policies which include a job classification and pay plan, liberal fringe benefits, and nondiscrimination because of race, sex, marital status, national origin, age, political opinions or religious beliefs. It believes that affirmative action and equal opportunity provisions staff development, career advancement, and performance evaluations contribute to job satisfaction and high morale. It believes in a measurable contribution from employees, with financial rewards compatible with other local salary scales for comparable work and training.

The Board encourages staff membership and participation in professional and civic organizations, attendance at conferences and workshops, with paid time allowances and expenses when possible, and the constant development of interagency relationships. It believes in the singular importance of communication with staff and acknowledges the value of staff recommendations affecting personnel and operational problems. It encourages staff attendance at Board meetings.

### **B. CITY LIBRARIAN AND STAFF**

#### **Section 1 – City Librarian**

The **City Librarian** (Library Director), appointed by the Board, shall be the executive and administrative officer of the Library Department of Guthrie Center, and shall represent the Library at Departmental meetings. The Library Director shall carry out policies adopted by the Board and shall be held responsible for employment and direction of staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all Library Board meetings and shall present a Director's Report at each regular meeting. The Library Director is to become and remain certified by the State Library of Iowa following their guidelines. *The Library Director is to be a salaried position with the value of 30 hours per week, while the rest of the staff receive an hourly wage.*



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### **Section 2 - Sick Leave Accrual**

Sick leave is granted for the illness of the employee. Beginning with the employee's first day of work, sick leave shall accumulate at the rate as set by position, but not be available until the date of the 1<sup>st</sup> anniversary. See the Following position table.

Sick leave shall not accrue while an employee is utilizing one of the following leaves for more than fourteen (14) consecutive calendar days: an unpaid leave of absence or an unpaid disciplinary suspension.

When an employee leaves employment for any reason, including retirement, no unused sick leave will be paid.

### **Section 3 – Vacation Accrual Method**

Employees shall be entitled to vacation as indicated in the position table.

All vacation will be accrued based on the date of employment.

Vacation shall not accrue while an employee is utilizing one of the following leaves for more than thirty (30) consecutive calendar days: an unpaid leave of absence; a work-related injury leave for which the employee is being compensated by the City's workers' compensation insurance company; an unpaid disciplinary suspension. Vacation may be accumulated as set forth in the position table.

You may not take extra pay in place of vacation. However, if you have been actively employed for more than one year, and you leave the city for any reason, including retirement, you will be paid for any earned and unused vacation time. No employee is allowed vacation or sick leave pay for the first year of employment.

### **Section 4. - Position table (Benefit Accrual Chart Attached)**

**Cleaning Staff** Works 2 hours/week

No vacation or sick leave accruals

**Temporary/Seasonal Staff** Works an average 10 hours or less per week

No vacation or sick leave accruals

**Library Aide 1** Works 10 hours/week.

Date of Hire-Date of 1<sup>st</sup> Anniversary



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**Sick** – Accumulates .84 hr. sick leave per month for up to 10 hours/year. May accumulate up to a maximum of 20 hours.

**Date of 1<sup>st</sup> Anniversary** (beginning of 2<sup>nd</sup> yr. of employment) will immediately receive 10 hrs. of vacation into the next year.

**Library Aide 2** Works 15 hours/week

*Date of Hire – Date of 1<sup>st</sup> Anniversary*

**Vacation** – no vacation accrual – employees are not eligible for vacation during the first year of employment

**Sick** – Accumulates 1.25 hr. sick leave per month for up to 15 hours/year. May accumulate up to a maximum of 30 hours.

**Date of 1<sup>st</sup> Anniversary (beginning of 2<sup>nd</sup> yr. of employment)** will immediately receive 15 hrs. of vacation and begin accruing vacation at the rate of 30 hours year (2.5 hours/month). May carryover 15 hours of vacation into the next year.

**Library Aide 3** Works 20 hours/week

*Date of Hire – Date of 1<sup>st</sup> Anniversary*

**Vacation** – no vacation accrual – employees are not eligible for vacation during the first year of employment.

**Sick** – Accumulates 1.66 hr. sick leave per month for up to 20 hours/year. May accumulate up to a maximum of 40 hours.

**Date of 1<sup>st</sup> Anniversary (beginning of 2<sup>nd</sup> yr. of employment)** will immediately receive 20 hrs. of vacation and begin accruing vacation at the rate of 40 hours/year (3.33 hours/month). May carryover 20 hours of vacation into the next year.

**Library Aide 4** Works 25 hours/week

*Date of Hire – Date of 1<sup>st</sup> Anniversary*



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**Vacation** – no vacation accrual – employees are not eligible for vacation during the first year of employment.

**Sick** – Accumulates 2.08 hr. sick leave per month for up to 25 hours/year. May accumulate up to a maximum of up to 50 hours.

**Date of 1<sup>st</sup> Anniversary (beginning of 2<sup>nd</sup> yr. of employment)** will immediately receive 25 hours of vacation and begin accruing vacation at the rate of 50 hours/year (4.16 hour/month). May carryover 25 hours of vacation into the next year.

**Library Director** Works 30 hours/week.

**Date of Hire- Date of 1<sup>st</sup> Anniversary**

**Vacation** – no vacation accrual – employees are not eligible for vacation during the first year of employment.

**Sick** – Accumulates 2.5 hr. sick leave per month for up to 30 hours/year. May carry over 60 hours/year up to a maximum of 600 hours.

**Date of 1<sup>st</sup> Anniversary (beginning of 2<sup>nd</sup> year of employment)** will immediately receive 30 hours of vacation and begin accruing vacation at the rate of 60 hours/year (5 hours/month). May carryover 30 hours of vacation into the next year.

**Date of 7<sup>th</sup> Anniversary (beginning of 2<sup>nd</sup> year of employment)** will begin accruing vacation at the rate of 90 hours/year (7.5 hours month). May carryover 30 hours of vacation into the next year.

**Date of 15<sup>th</sup> Anniversary (beginning of 16<sup>th</sup> year of employment)** will begin accruing vacation at the rate of 120 hours/year. May carryover 30 hours of vacation into the next year.

#### **Section 5 – Bad weather policy**

In cases when the school is closed due to inclement weather, the library will also be closed. Staff will not be paid for these days but are allowed to make up that time within a month if they so choose.



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### **Section 6 – Holidays**

Holiday pay is given to an employee if holiday falls on the regular scheduled workday.

New Year's Day

Thanksgiving Day

Memorial Day

Black Friday

4<sup>th</sup> of July

Christmas Eve Day

Labor Day

Christmas Day

Veteran's Day

New Year's Eve CLOSE early 3PM

### **Section 7 – Orientation/Probation Period**

Orientation/probationary period is defined as the time period that begins with the first date of employment in a specified position with the employer and continues through six (6) consecutive months of employment with the employer.

The purpose of this orientation/probationary period is to ensure that the employee understands the requirements of the job and is adjusting to the position. During the orientation/probationary period, an employee may be dismissed without advance notice, and similarly, an employee may resign without providing prior notice.

Termination of employees during or at the conclusion of the orientation/probationary period shall be final and without right of appeal.

### **Section 8 – Code of Ethics**

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor Library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.



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5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

### **C. PROCEDURES WITH CHILDREN**

1. Children are always welcome in our library. We care for the safety and well-being of our young patrons. While library staff is always working to create a safe environment for all, it is necessary for parents and caregivers to do their part to insure that this is so. These caregivers are responsible for their children's behavior while in the library. In the event that a **child** should become **missing**, library staff should:
  - a. Make an announcement of such on the loud speaker.
  - b. Check both restrooms and then lock them securely.
  - c. All staff should stop what they are doing and search for the child.
  - d. If the child is not found in 10 minutes, notify the city police or sheriff's office.
2. Children under the age of 5 years must be accompanied at all times by a responsible individual unless attending a scheduled Library program. During scheduled school aged programs, the responsible individual may leave the premises after advising the staff at the desk where the individual may be reached until the program concludes.
3. The Library cannot act as a baby-sitter and will assume no responsibility for children left unattended on library premises. If the adult feels it is unsafe for the child to leave the building without adult supervision, the child should not be in the library unattended.
4. **Disruptive children**, as with patrons of all ages, will be asked to leave for the day after receiving one warning.
5. **Unattended Children** shall not be taken from Library property by staff members. If the Library is closing and parents have not picked up their children the police may be called.