

Lied Public Library Policy

Section: Personnel

Subject: Personnel Procedure Explanations

Board

Approved:08/07

Reviewed:02/12, 01/15

Revised:10/08

Personnel Procedure Explanations

Library Employees should refer to the City of Clarinda's Personnel Policies and Procedures Manual and the Lied Public Library's Bylaws for further information on personnel procedures.

Compensation:

The Library Director is the only one to work on a salaried basis. Each employee shall record his work on a time sheet that is collected by every other Saturday with payday the following Wednesday.

Attendance and Leaves:

Refer to the City of Clarinda's Personnel Policies and Procedures for more details on attendance and leaves.

The Library Director and full time staff shall have vacation with pay after the first year of service. Vacation days shall be taken at the convenience of the Library. The Board should be given notice of the time that the Director will be away on vacation.

The Library Director and staff who are full time shall have sick leave with pay. In the event that sick leave has been completely used, vacation time may be substituted.

Hiring:

A written application is required for all positions. The Library Director is selected by the Library Board. All other staff are selected by the Library Director. All employees will be on a six month probation period and must comply with the Personnel Procedures of the City of Clarinda.

Evaluation:

All library employees will be evaluated annually. The Library Board of Trustees will evaluate the Library Director and the results will be discussed at a regular Trustee meeting. The Library Director will evaluate all other library staff.

Dismissal:

Where an employee's conduct is detrimental to the Library or the general welfare of a fellow employee, disciplinary action will be taken. Disciplinary action may be necessary because of inefficiency, incompetence, insubordination, failure to perform assigned duties, absent without leave, narcotics addiction or abuse, infraction of safety rules, conviction of a crime involving moral turpitude.

Depending upon the severity of the offense, disciplinary action may take the following form: written warning, suspension, demotion or dismissal. Copies of written communications involving disciplinary action will become part of the employee's personnel file.

Retirement:

Retirement will not be required for the singular reason of age.

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1. All scheduling is set by the Library Director and any changes should be made by written request and approved by the Library Director in advance of the date for which the change of the schedule is needed. The Director will respond within a reasonable amount of time and keep a record of the request.
2. All staff are scheduled for a specific number of hours per week. The Library Director will determine any necessary comp time. Any accumulated comp time cannot be used on consecutive days without approval of the Library Director.
3. All staff members should expect to work some evening and weekend hours.
4. Lunch time is expected to be one hour unless the Library Director is notified that a change is needed.
5. Each staff member should schedule his/her own break time.

Grievance Procedures:

1. A grievance should be processed through established supervisory channels or chains of command.
 - a. A grievance should be first filed in writing with an employee's immediate supervisor who must act upon it within 10 days.
 - b. A grievance not resolved by a supervisor should then be presented to the Board of Trustees where it must be acted upon within 10 days.
2. Grievances must be filed in writing and state the issue plainly, including time, date, places and other pertinent facts.
3. Disciplinary action or dismissal may be considered grievances and the appeal process shall apply.

Inclement Weather and Library Closings:

The library is an essential city service that citizens depend upon. When possible, the library will remain open during inclement weather to provide information services to the public. During weather advisories, library personnel will monitor weather conditions and will close library buildings if weather becomes too severe.

Consider closing the library if:

1. No school
2. Other businesses close
3. Walks are not cleaned and safe

Closing:

1. If the Library is forced to close due to inclement weather, employees scheduled to work will not be paid. Employees must take vacation, personal holiday, compensatory time off, or no pay for the hours missed.

If due to inclement weather, an employee is unable to report to work, reports to work late, or must leave early when the Library is open, that employee must take vacation or compensatory time off for the hours missed. If those are not available, the employee will not be paid for those hours.