Mediapolis Public Library
Personnel Policy

Adopted by the Mediapolis Public Library Board of Trustees
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This policy shall apply to all library employees unless specifically stated otherwise. This manual should not be construed as creating an employment contract for any specific duration of time with any library employee.

The Board of Trustees reserves the right to alter, amend, or repeal any or all of these policies unilaterally without prior notice.

No appointment, promotion, termination, or other personnel actions shall be affected or otherwise influenced in any manner by consideration of race, creed, sex, or national origin. The Mediapolis Public Library is an equal opportunity employer.

Employment Policies

Library Director:

- The Board of Trustees is authorized to employ a full-time Library Director. The Board authorizes the Library Director to employ additional part-time personnel as necessary and as the budget allows.
- When position of Library Director becomes vacant, the Board of Trustees will post the opening in the library and may advertise the position in local newspapers and state and regional library publications until the position is filled. All persons wishing to be considered must provide a resume with cover letter and at least three personal and professional references. The Board of Trustees may select potential candidates, conduct interviews, and contact references to determine the qualifications of each candidate. Candidates will be considered based on criteria of relevant experience, ability, education, and availability. A high school diploma is a minimum requirement for the position of Library Director. The Board of Trustees makes the final determination in the decision to hire the Library Director.

Library Personnel:

- When part-time vacancies occur, the position opening will be posted in the library and may be advertised in local newspapers and state and regional library publications until the position is filled. All persons wishing to be considered must provide a resume and cover letter and at least three personal and professional references. The Library Director will conduct interviews of selected applicants and may contact a candidate's personal and professional references. Candidates will be considered based on criteria of availability, relevant experience, ability, and education. In

concordance with State of Iowa Library standards the Library Director has the final authority to screen and determine the most qualified employee.

- To be classified as a full-time employee, the employee must be scheduled to work a 40 hours per week and are paid a salary with benefits. A part-time employee is one who is scheduled less than 40 hours per week and will be paid based on an hourly wage with limited or no benefits.
- A written job description shall be provided to each employee at the time of employment and shall be kept current by the Board of Trustees and by the Library Director. Current job descriptions include Library Director and Library Assistant.
- Any employee that is hired by the Board of Trustees or by the Library Director will undergo careful observation by supervisory personnel during a 6-month probationary period. If for any reason, either the new employee or the library wish, individually or mutually, to terminate the employment during the probationary period, this may be done without advance notice or right of appeal. Upon satisfactory completion of the probationary period, the employee will be entitled to the level of benefits granted to their position.
- The employee should perform his or her duties with the realization that the final jurisdiction over the administration of the library rests with the Board of Trustees. Each employee is responsible for carrying out the policies of the Board of Trustees.
- The duration of employment shall not be specified for any regular full-time or part-time appointment. Any termination of employment will be for just cause. Just cause may include any inadequate employee performance or availability and the financial situation of the employer and will be determined by the Library Director and the Board of Trustees.
- The normal retirement age for all employees shall be 65. This period may be extended or reduced at the discretion of the Board of Trustees based on competency to perform assigned tasks.

Personnel Procedures

- A personnel file will be established for each employee at the time of hire. This file will contain all information relevant to the employment history of each library employee and will be used to track wage and salary changes, hours worked, and used and accumulated benefits. It will also be used to track the performance of an employee through a yearly evaluation form completed during the employee's performance evaluation.
- Performance evaluations will be performed for each employee by his or her immediate supervisor one time during the fiscal year. This procedure will assure that library revenues are appropriately spent on wages and may improve the work force. Evaluations shall be conducted privately between the employee and his or her immediate supervisor. Employees shall receive a copy of the results of the evaluation.
- Library employees will be permitted access to their personnel files during normal office hours provided that the employee has submitted written request to this end. An employee may request correction of any alleged misinformation contained in the file. Access to the personnel files will be limited to the employee, Library Director, and the Board of Trustees unless ordered by a court.
- Library employees should conduct themselves in a friendly, professional manner. Personal experiences and conversations should be held at a minimum. When asked a reference questions, the employee must provide a source for the information given and not give the patron "personal experience" as a valid answer.
- The Mediapolis Public Library is a leading and important institution in the community. The Library expects its employees to come to work neat, clean and presentable. The employee needs to keep in mind that individual dress reflects upon the overall institution. The employee needs to be seen as approachable by patrons. It is important that the Public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business. By extension, volunteers are considered employees of the Library and they should dress appropriately. The dress standards of the community should be used as a gauge.
    - The employee needs to be identified as a staff member who is at work. Some means of identification include one's dress, manner, approachability, or nametag.
    - The employee should exhibit personal cleanliness. Body odor and bad breath are offensive. Strong perfumes and colognes may cause allergic reactions. Hair should be clean and groomed.
- The general policy is that employees should wear clean, appropriate clothes in good repair. The items below are general guidelines and not a full listing:
    - Skirts or shorts should be not more than 3" above the knee

    - Nothing see-through
    - No halter tops
    - No tube tops
    - No tank tops/muscle shirts
    - No strapless sun dresses
    - No tattered, torn, patched/faded garments
    - No exercise or gym clothes
    - No cutoffs
    - No hats or caps
    - No slogans on T-shirts (brand names, colleges, library are accepted)
    - Clean shoes are required
    - No thong type sandals
    - Leggings are acceptable as long they are not see-through and are worn with a top that covers the employee's behind.
- Staff meetings may be held monthly. All staff members are expected to be in attendance unless previous arrangements have been made with the Library Director. These meetings will be held for staff development and training. The Library Director will also offer opportunities for staff to attend training events.
- Any employee is subject to discharge, suspension, or demotion for any reason including but not limited to the following:
    - Inefficiency
    - Insubordination
    - Incompetence
    - Dishonesty or theft
    - Unexcused absenteeism or tardiness
    - Giving false excuse for absenteeism for which pay is received
    - Unauthorized time away from work assignments including extending lunch or break times
    - Sleeping on the job
    - Unwillingness to work scheduled hours
    - Failure to perform assigned duties
    - Falsification of time sheets
    - Destruction, misuse, or neglect of library property
    - Fighting with another employee or patron while on duty, including loud verbal or abusive language
    - Conduct which disrupts work activities
    - Narcotics addiction
    - Un-rehabilitated alcoholism
    - Refusal to submit to a random drug test
    - At will
- The employee is expected to be at their job assignment at the designated time. The employee shall notify the Library Director prior to starting time when the employee will be late due to unexpected circumstances. The Library Director will judge if the tardiness is justified and if disciplinary action is necessary.
- In order to insure a safe and effective working environment, Library employees must adhere to the Library's rules regarding appropriate conduct on the job. The Library Director may take disciplinary action with an employee when necessary to insure full compliance with the Library's rules. The Mediapolis Public Library is committed to a policy of progressive discipline, which is defined as a series of disciplinary measures, ranging from problems as they occur and encourage employees to correct inappropriate conduct or job performance. The following steps describe the normal progressive discipline process. However, depending on the seriousness of the infraction, discipline may begin at any step in the process:
    - Employee counseling with their immediate supervisor
    - Written reprimand
    - Suspension
    - Termination
- An employee may be demoted for cause by the Board of Trustees upon recommendation of the Library Director. A copy of the demotion for cause will be placed in the employee's personnel file and the employee shall receive a copy.

- An employee may file a grievance to seek remedy or resolution of an alleged violation of the Library rules and policies. Such grievances must be filed promptly following the occurrence upon which the grievance is based. The following steps must be performed in the following order:
- The employee must first discuss the problem with the immediate supervisor in an attempt to resolve the problem informally.
- The employee shall produce a written statement of facts relating to the occurrence upon which the grievance is based to a citation of applicable Library rule or policy. The written grievance must be submitted to the immediate supervisor no later than seven working days after the occurrence occurred. The immediate supervisor shall give a written answer to the aggrieved employee within seven days after the receipt of the grievance.
- The employee shall submit a written grievance to the Board of Trustees including the response of the immediate supervisor within seven days of the receipt of the supervisor's response. The Board of Trustees will meet with the aggrieved and the supervisor either together or separately. The Board of Trustees shall prepare a written response to the grievance within ten days of the receipt of the grievance.
- In the state of Iowa, employees of libraries are considered at will and may be terminated with or without cause at any time.
- If an employee makes the decision to resign their position, a two-week notice is expected for library staff and a four week notice for the Library Director. This may be waived at the discretion of the Library Director/Board of Trustees.

Salaries and Position Classifications

- The Board of Trustees determines the salaries and wages yearly of all personnel based on the following factors:
    - Level of performance for assigned duties
    - Education
    - Experience
    - Seniority
    - Cost of living
    - Job responsibility

- Appropriate pay deductions shall be made for all employees regarding federal and state taxes, Social Security, Medicare, and IPERS (Iowa Public Retirement System).
- Paychecks shall be distributed every other Thursday. Time sheets are due the Monday before each payday. If a holiday falls on payday, checks will be distributed on the last work day before the holiday.
- Hourly employees will be paid at least the regulated minimum wage for all hour worked. Overtime (more than 40 hours per week for part-time hourly employees) will be paid at the rate of 150% of the employee's wage. Overtime will not be scheduled without permission from the Board of Trustees.
- Job descriptions will be provided to each employee and updated as necessary by the Library Director and approved by the Board of Trustees.
- The organization chart is as follows:
- Library Assistant reports to Library Director
- Assistant Librarian reports to the Library Director
- Library Director reports to Board of Trustees
- Board of Trustees

Benefits

Probationary Employees:
During the probationary period, necessary funeral leave and time off may be taken without pay. Paid Time Off will begin to accumulate, but cannot be used until after the required probationary period has been served. After this period, benefits will be as follows:

All Employees:

Library Closure: If a last-minute decision to close the library is made by the Library Director or Board of Trustees due to inclement weather, natural disaster, or other reason, hourly employees will be not be paid the hours they would have worked if the library was open and may only be given the opportunity to make up those hours if the additional hours are needed for the operation of the library.

Jury Duty: Any employee who is called for necessary jury duty or as a witness shall receive paid leave of absence for the time spent on such jury duty that would conflict with the employee's regularly scheduled hours. Upon return from jury duty, the employee shall endorse paycheck from jury duty over to the City of Mediapolis. The employee shall notify the supervisor immediately and will provide a copy of the summons to the supervisor. An employee who reports for jury duty and is dismissed shall promptly report to work for the remainder of the employee's working day, provided there are at least two hours remaining in the scheduled work day.

Leave of Absence: Any employee desiring a leave of absence must submit a written request to the Library Director and the Board of Trustees. Leaves of absences, with or without pay are granted at the discretion of the Board of Trustees. During a board approved leave of absence, the employee does not receive pay from the library unless otherwise specified, does not earn Paid Time Off, has the option to use accumulated Paid Time Off until it expires, and must pay health insurance premiums that are due during the leave of absence.

Leave of Absence for Maternity/Paternity:

It is the policy of the Board of Trustees to grant a leave of absence for maternity/paternity upon the request of the employee. Employees may use accumulated Paid Time Off as maternity/paternity leave and can extend a maternity/paternity leave of absence without pay for up to, but not to exceed six months. Employees who adopt will also be covered by unpaid maternity/paternity leave.

Funeral leave: a maximum of three days funeral leave will be granted to all employees upon request. Up to, but not to exceed, three days of Funeral leave will be **paid** to a full-time employee in the event of the death of an immediate family member. Immediate family includes the mother, father, brother, sister, child, spouse, grandmother, grandfather of the employee or his/her spouse. A part-time employee will be granted the time off without pay.

Up to, but not to exceed, three days of **unpaid** funeral leave will be granted to an employee submitting such request for the death of any friend or family member not specified above. Paid and unpaid funeral leave shall not amount to more than 15 days in a one-year period without special permission from the Board of Trustees.

Travel: An employee who travels at the discretion of the Library Director or the Board of Trustees will be reimbursed for actual expenses subject to the limits established. The employee's claim for reimbursement must be supported by receipts for each expense. Employees shall be reimbursed for authorized use of their personal vehicle at the current city's reimbursement rate. The rate is subject to change by the Board of Trustee's discretion.

Retirement Plan: The Library participates in the IPERS (Iowa Public Employee Retirement System) system for retirement for all employees.

Full-time Employees:

Holiday pay: the following holidays will be observed by the Mediapolis Public Library with full pay and the library will be closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Each holiday observed by the Library shall be observed on the actual date, unless the holiday falls on a Saturday or a Sunday. If an observed holiday falls on a Saturday, the Library will observe it on the preceding Friday. If an observed holiday falls on a Sunday, the Library will observe it on the following Monday. The Library Director and the Board of Trustees may change the time the holiday will be observed at their discretion.

Health Insurance: At the present time the Library is providing a health insurance plan for full-time employees equivalent to that provided to other full-time employees of the City of Mediapolis, subject to

such rules as may be imposed by the insurance carrier, and pays one hundred per cent (100%) of the premium for each such employee and their dependents. The Library retains the right to select the plan of insurance and the insurance carrier, and, in fact, whether health insurance coverage shall be offered, and, what portion of the premium shall be covered by the Library.

Dental Coverage: At the present time the Library is providing a dental insurance program for all full-time employees equivalent to that provided to other full-time employees of the City of Mediapolis, subject to such rules as may be imposed by the insurance carrier, and pays one hundred per cent (100%) of the premium for each such employee and their dependents. The Library retains the right to select the plan of insurance and the insurance carrier, and, in fact whether dental insurance coverage shall be offered, and, what portion of the premium shall be covered by the Library.

Term Life Insurance: At the present time, the Library is providing a life insurance program at no cost to the full-time employees equivalent to that provided to other full-time employees of the City of Mediapolis, in the amount of ten thousand dollars ($10,000). The Library retains the right to select the plan of insurance, the insurance carrier, and, in fact, whether life insurance shall be offered, and, what portion of the premium shall be covered by the employer.

Vacation: The number of vacation days shall be determined by the employee's length of continuous service. Vacation allowance shall be earned annually and shall be based on the employee's date of hire as follows:

After 2nd year: 2 weeks
After 8th year: 3 weeks
After 18th year: 4 weeks
After 25th year: 5 weeks

- The Board of Trustees reserves the right to alter this allowance scale when hiring a Library Director based on his/her qualifications.
- Vacation may be taken in half (1/2) day increments, up to the full amount the employee has earned.
- Vacation time must be submitted to the Board of Trustees at least two weeks in advance of the requested time if taking 5 days or more and must be approved by them before it is taken.
- The preference of each employee as to the time vacation will be taken will be honored whenever possible. However, the operating needs of the Library will determine when vacation leaves may be granted.
- Vacation pay will be computed on the basis of the employee's straight time hourly rate at the time the vacation period begins.
- There is 5 days annual carryover each year. Exceptions to this rule may be granted by the Board of Trustees.
- Upon separation from the Library, the employee will be paid for all unused Paid Time Off time earned to date in full.

Safety

Emergencies-Many types of emergencies may occur while on the job. For any type of emergency, the safety, health and well-being of the staff and patrons are foremost.

- If 9-1-1 is needed for fire or medical, call them first.
- Make all attempts to contact the Library Director/Board of Trustees.
- Contact another staff member to cover any absence needed.
- Contact a parent/guardian if the emergency involved a child.
- Never leave the building open and unattended.
- If all attempts are made and you must leave the building during open hours, evacuate it, lock it up, then continue to try to contact a supervisor.
- In case of fire, or any other emergency which poses an imminent threat to staff/patron's life, evacuate the building and make calls from a near-by facility.
- In case of tornado, move all patrons to the bathroom until the threat clears.