

Office

PERSONNEL POLICIES FOR THE MARY BARNETT MEMORIAL LIBRARY

(Updated July , 2020)

1. 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.

2. LIBRARY DIRECTOR AND STAFF

Section 1. The **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 receives hourly wage.*

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 be accumulated at the rate as set by position. See 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 position table

All vacation will be accrued based on 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 worker's compensation insurance company; an unpaid disciplinary suspension. Vacation may be accumulated as set forth in the position table.

Section 4. Position Table (Benefit Accrual Chart Attached)

Cleaning Staff. Works 2 hours/week.

No vacation or sick leave accruals

Library Aide 1. Works 10 hours/week.

Date of Hire – Date of 1st Anniversary

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

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

Date of 1st Anniversary (beginning of 2nd yr of employment) Will immediately receive 10 hrs of vacation and begin accruing vacation at the rate of 20 hours/year (1.66 hours/month). May carryover 10 hours of vacation into the next year

Library Aide 2. Works 15 hours/week.

Date of Hire – Date of 1st 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 carryover 15 hours/year up to a maximum of 30 hours.

Date of 1st Anniversary (beginning of 2nd 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 1st 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 carryover 20 hours/year up to a maximum of 40 hours.

Date of 1st Anniversary (beginning of 2nd 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 1st Anniversary

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 carryover 25 hours/year up to a maximum of 50 hours.

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

Director. Works 30 hours/week.

Date of Hire – Date of 1st 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 carryover 60 hours/year up to a maximum of 600 hours.

Date of 1st Anniversary (beginning of 2nd year of employment) Will immediately receive 30 hrs 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 7th Anniversary (beginning of 8th 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 15th Anniversary (beginning of 16th year of employment) Will begin accruing vacation at the rate of 120 hours/year (10 hours/month). May carryover 30 hours of vacation into the next year

BENEFIT ACCRUALS

POSITION	CLEANING	LIBRARY AIDE 1	LIBRARY AIDE 2	LIBRARY AIDE 3	LIBRARY AIDE 4	LIBRARY DIRECTOR
Hours/Week	2 Hrs/Week	10 Hrs/Week	15 Hrs/Week	20 Hrs/Week	25 Hrs/Week	30 Hrs/Week
VACATION	Accrual	Accrual	Accrual		Accrual	Accrual
1 st Year	No Accrual	10 hrs added At year end	15 hrs added At year end	20 hrs added At year end	25 hrs added At year end	30 hrs added At year end
Start of 2 nd YR Vacation Earned Accrual		20 hrs 1.66 Hrs/Mo	30 hrs 2.50Hrs/Mo	40 hrs 3.33 Hrs/Mo	50 hrs 4.16 Hrs/Mo	60 Hrs 5.00Hrs/Mo
Start of 8th YR Vacation Earned Accrual						90 hrs 7.50 Hrs/Mo
Start of 16th YR Vacation Earned Accrual						120 hrs 10.00 hrs/Mo
SICK LEAVE	Accrual	Accrual	Accrual	Accrual	Accrual	Accrual
Sick Leave Earned Accrual		10 hrs .84 HRS/Mo	15 hrs 1.25 HRS/Mo	20 hrs 1.66 HRS/Mo	25 hrs 2.08 HRS/Mo	30 hrs 2.50 HRS/Mo

See written position descriptions for carry over and maximum accrued vacation and sick leave

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.

Section 6 – Holidays – Holiday pay is given to an employee if holiday falls on the regular scheduled workday.

New Year's Day

Memorial Day

4th of July

County Fair Saturday

Labor Day

Veteran's Day

Thanksgiving

Christmas

Section 7--Orientation/Probationary 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. The City/Utility will closely observe the new employee to assess the employee's suitability 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.

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.