

## **DRAKE COMMUNITY LIBRARY PERSONNEL POLICY**

### **SECTION 1: INTRODUCTION**

The Library Personnel Policy sets forth the terms and conditions for each full time and part time employee and promotes orderly employee relations for the mutual interest of the Library and its employees.

These policies are established pursuant to the Grinnell Municipal Code (Section 11-28). The policies have been established by the Library Board of Trustees and may be amended by approval of the Board.

All provisions of these policies will be applied equally to each employee on a uniform, non-discriminatory, and equitable basis. Employment is based on merit and qualifications in all classifications regardless of race, creed, color, sex, age, national origin, religion, political affiliation, or handicapping conditions.

### **SECTION 2: RESPONSIBILITY FOR ADMINISTRATION**

- A. The Library Board of Trustees employs a Library Director and by a two-thirds vote may remove the Director for misdemeanor, incompetence, or inattention to duty.
- B. The Library Board of Trustees authorizes the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library. Such employees may be removed by the Library Director for misdemeanor, incompetence, or inattention to duty.
- C. The Library Director shall have responsibility for administering the Personnel Policies, and may assign other employees to assist in their administration. The Director shall maintain personnel records for each employee, including dates of employment and compensation.

### **SECTION 3: POSITION CLASSIFICATION AND PAY PLAN**

- A. A current position classification system with written job descriptions shall be maintained and reviewed every three years and a current pay plan providing for compensation of employees shall be established by resolution of the A Library Board of Trustees.

- B. Salaries of professional and administrative positions are fixed according to responsibilities to be fulfilled and are not based on a fixed number of hours of work per week.
- C. The wage scale for Library Assistants is figured according to a four-step system, using the following period of time to figure steps in the scale:
- 0 - 6 months
  - 6 - 12 months
  - 12 - 24 months
  - 24 - + months
- D. The maximum wage is reached after two (2) years of employment. Beyond that time, a cost-of-living or merit increase may be recommended for any year. Generally new employees shall enter at the minimum rate of pay, but they may be appointed above the minimum rate at the discretion of the Director.
- E. The pay interval will consist of two-week periods. Employees will be paid on the first workday of the month and mid-month for work completed during the previous two weeks. Paychecks will be issued according to a yearly schedule to be submitted by the City to employees on or about November of each year.

#### SECTION 4: GENERAL EMPLOYMENT POLICIES

- A. The Library shall fill all vacancies. All applicants regardless of race, creed, color, sex, age, national origin, religion, political affiliation, or handicapping conditions will be given equal consideration based on qualifications. The Library Director shall determine the publicity required to obtain a reasonable number of qualified applicants for each vacancy.
- B. A regular full-time employee is one who is scheduled to work a minimum of 1,560 hours per year (30 hours per week for 52 weeks per year). The employee may be paid an hourly or a monthly wage. Full time employees are eligible for all benefits.
- C. A regular part-time employee is one who is scheduled to work less than 1,560 hours per year. The employee may be paid an hourly or a monthly wage. Regular part-time employees are eligible only for the following benefits: sick leave, vacation, holiday, funeral leave, jury duty, military duty, and leave without pay. They are subject to the same work rules governing full-time employees.

- D. A professional employee is a full- or a part-time employee who holds a Masters Degree in Library Science. Professional employees are eligible for benefits as stated above for full- or part-time employees, whichever is applicable.
- E. A temporary employee is one who is hired in a temporary capacity to assist in a special project or to meet temporary staffing needs. A temporary employee may be scheduled to work any number of hours per week and may be retained up to four (4) months. After four months the Director will review the position to determine if it should be extended or eliminated. Similar reviews will take place after eight (8) and twelve (12) months. A temporary employee will not be eligible for sick leave, vacation, holiday benefits, insurance, or any other fringe benefits normally associated with regular employees. If, after the twelve-month review, the position is extended, the employee will become eligible for the same benefits as a regular part-time employee.
- F. Circulation clerks and pages are not eligible for vacation, sick leave, holiday benefits, funeral leave, medical insurance, life insurance, or the city utilities benefit. Circulation clerks and pages are subject to the same work rules governing other employees.
- G. All library employees will be hired for a probationary period of six months, at the end of which time an evaluation of his or her performance will be made and the Director (or, in the case of the Director, the Library Board of Trustees) will determine whether or not to continue his or her employment. Termination of an employee during or at the conclusion of the probationary period shall be final, without right of appeal.
- H. The work schedule for all employees is determined by the Library Director.
- I. All employees shall give thirty days written notice prior to leaving Library employment, by retirement or otherwise.
- J. If an employee is terminated because the Library Board of Trustees or the Library Director has determined that a reduction in the work force is necessary, the employee shall receive thirty days notice prior to the date of termination.
- K. In the event of a dispute between the employee and the Library concerning personnel policies, an effort should be made to resolve the dispute informally through discussion between the employee and the Library Director. If the employee is not satisfied with the response, the matter may be reviewed again with the Library Director by submitting a written statement that includes all

appropriate background information, the personnel rule which the employee believes was violated, and the remedies sought by the employee. If informal discussions do not resolve the dispute seven calendar days after it occurred, the employee may appeal to the Library Board of Trustees. Within fourteen calendar days of receiving the employee's statement the Library Board shall hold a meeting with the employee and the Library Director. The matter shall be reviewed and the written decision of the Library Board shall be sent to the employee within seven days of the meeting.

## SECTION 5: STAFF DEVELOPMENT

The Library supports continuing education for staff members and Trustees by:

- A. Encouraging attendance at workshops, lectures, and conferences offered by libraries, colleges, universities, and other organizations that foster library skills.
- B. Compensating staff members and Trustees for mileage to and from authorized continuing education courses, workshops, lectures, and conferences.
- C. Compensating staff members for work hours lost while engaging in authorized continuing education.
- D. Paying the costs of authorized continuing education courses, workshops, lectures, and conferences.

The above policy shall be implemented with the approval of the Library Director, and payments made within budgetary limits.

The Library shall pay for membership in the Iowa Library Association for all professional and full-time employees, for Library Assistants, and for Trustees.

## SECTION 6: BENEFITS

### Vacation

- A. Vacation for employees will be determined from the first date of employment. Employees shall take vacation during the year of eligibility or forfeit the benefit. Compensation will not be paid for vacation time not taken. At the Library Director's discretion, however, exceptions may be made to this rule in extenuating circumstances.
- B. Vacation time must be scheduled with and approved by the Library Director in advance.
- C. Holidays occurring during vacation shall not be counted as vacation.
- D. Vacation shall be considered to be the number of hours an employee would normally work during a normal work period.

### Vacation allowances:

Regular part-time All part-time employees shall be entitled to 2 ½ days of vacation with pay after six months of work. Employees shall be entitled to 1 week paid vacation after one year of part-time work; 2 weeks paid vacation after 2 years of work; 3 week paid vacation after 6 years of work; 4 weeks paid vacation after 12 years of work.

Regular full-time All full-time employees shall be entitled to 2 ½ days of vacation with pay after 6 months of work. Employees shall be entitled to 2 weeks paid vacation after 1 year of full-time work; 3 weeks paid vacation after 4 years of work; 4 weeks paid vacation after 10 years of work.

Professional Professional employees are entitled to 1 week of vacation with pay after 6 months of work. Professional employees shall be entitled to 3 weeks paid vacation after 1 year of work; 4 weeks paid vacation after 2 years of work.

Temporary Temporary employees have no vacation benefits.

### Sick leave

- A. Any employee of the Library entitled to sick leave benefits shall be granted leave of absence with pay from duties on account of sickness after three full months of work at the rate of one day at the end of each month, which will be cumulative to ninety (90) days.
- B. An employee who is to be absent due to sickness should notify the Library as soon as practicable.
- C. Sick leave may be used for maternity leave.
- D. At the discretion of the Library Director an employee may use sick leave days to stay with a member of his or her immediate family (including parent, child, brother, sister, parent-in-law, grandparent, grandchild, foster child or parent or step child or parent) during illness that requires the employee's presence.
- E. If an employee of the Library terminates employment by giving proper thirty (30) day written notice or by retirement after a thirty (30) day written notice, and such employee has accumulated unused sick leave in any amount up to ninety (90) days, such employee shall be paid in a lump sum or by monthly payments, at the Library's option, for unused sick leave. Rate of pay for unused sick leave will be 50% the regular rate of pay the employee is receiving at the time of termination.

### Holidays

- A. Employees shall be granted leave of absence with pay for the following designated holidays:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Eve Day
  - Christmas Day
- B. In addition, an employee may take two personal days each year.
- C. The amount of pay shall be based upon the average number of hours the employee is regularly scheduled to work.

### Funeral leave

- A. Any employee of the Library entitled to funeral leave benefits may be allowed time off with pay for funerals according to the following schedule: up to five (5) days due to the death of the employee's spouse or his or her children; up to three (3) days due to the death of an employee's or his or her spouse's parents, grandparents, grandchildren, brothers, or sisters; up to one (1) day to attend the funeral of a close relative (limited to aunt, uncle, or cousin); up to one-half (1/2) day to participate in the funeral services (casket-bearer, military or fraternal rites); up to two (2) hours to attend other funerals which the employee feels a need to attend.
- B. The amount of funeral leave pay shall be based upon the hours the employee was scheduled to work on the day(s) the employee was absent.

### Jury duty

An employee who serves on a jury will receive regular pay, and his or her jury pay will be turned in to the Library.

### Military duty

Library employees will be allowed time off with pay as provided by state or federal law for military duty.

### Leave without pay

- A. An unpaid parental leave of absence up to one year will be granted to a mother or father for care of a dependent child.
- B. Leave without pay may be granted to any employee at the discretion of the Library Director, who shall consider Library staffing needs and availability of substitutes.

### Medical insurance

- A. The Library will pay the cost of medical insurance for individual full-time employees under a group medical insurance plan. The plan will be selected by action of the City Council. Employees will be notified at least 10 working days prior to any change in insurance company or insurance coverage.

B. Employees shall have the option of insuring under this same plan their families or dependents. Rates shall be determined by the City of Grinnell.

#### Life insurance

The Library will pay the cost of life insurance for individual full-time employees under a group life insurance plan as selected by action of the City Council. Employees will be notified at least 10 working days prior to any change in insurance company or insurance coverage.

#### City utilities

The quarterly bill for water, sewer, and solid waste will be reduced 75% for each full-time Library employee who resides in a house or apartment that is billed for the service. No allowance will be made if the employee resides in a unit that does not receive these utility services or if the employee pays for these services in the form of rent or some other arrangement. Only employees directly billed for these utility services may receive 75% reduced rate. If an employee allows his or her bill to become 31 days delinquent, such delinquency may be grounds for denial of this benefit to the employee for a period not to exceed 12 months.

#### Worker's compensation

The Library shall participate in the City's program of worker's compensation insurance providing benefits to the employee. Benefits payable under such policy shall apply solely to the employee.

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