

# Personnel Policy

1. Working Conditions
  - a. 21 hours per week
  - b. Monday, Tuesday & Friday 2:30-5:30 PM, all year  
Tuesday 9:00 to 11:00 AM  
Wednesday & Thursday 2:00 to 6:00 PM  
Saturday 9:00-11:00 AM (during the school year)
  - c. Holidays that the Library is closed: New Year's Eve and Day, Memorial Day, Good Friday through Easter, Popcorn Days, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve and Day.
2. Comp Time (including vacation, holiday and sick leave; and shall become effective 6 months after hire date and run with the fiscal year)
  - a. Director shall receive 42 hours classified as PTO (paid time off) which is to be used for any of the 12 holidays and/or sick days and/or 1 week of paid vacation.
  - b. Assistant Director shall receive 20 hours PTO to be used for any of the 12 holidays and/or sick days and/or vacation.
  - c. If you are going to be gone, you need to find your own replacement
3. Injury on Library premises covered with liability insurance
4. Leave of absence
  - a. Jury duty: Librarian to be released with pay
  - b. Funerals: Immediate family - unpaid, 3 days; Others with permission of the President
  - c. Inclement weather closing with permission of the President/or use school closing as a guide line.
  - d. Maternity
5. Extra Duty Pay
  - a. Granted for special duties at the request of the Board President
  - b. Special programs held by the Library
6. Resignation
  - a. 30 days written notice
7. Severance pay
  - a. If Board required termination, severance pay will be paid in the amount of ½ of 1 months wages

8. Dismissal Grounds

- a. Demonstrable incompetence
- b. Willful neglect of duty
- c. Mental or physical incapacity
- d. Inability or unwillingness to conform to board policies
- e. Misuse of petty cash fund
- f. Unfriendly attitude to public
- g. Insubordination

9. Grievances

- a. Complaints by the public should be made in writing and presented to the board
- b. Other grievances by the Librarian, staff or board members should be brought to the board meetings

10. No discount privilege for personal books or materials

11. Continuing Education

- a. Mileage, fees, and meals paid
- b. No pay deduction if the meeting are during the working hours

12. Yearly evaluation of the director, staff, salaries, schedule of hours open and library policies should be made at the May meeting so any recommendations can be acted upon before the beginning of the fiscal year, which is July 1.

13. Public Relations

The first duty of the library staff is to serve the public, each patron regardless of age or gender should be given friendly, courteous, and prompt service, no matter what the request may be, it should be treated as important.

14. The director must become accredited and attend required Continuing Education courses each year, to keep up their accreditation. Salaries to be determined by the board after reviewing employee's performance, attitude and work ethics. All employees will be evaluated yearly. Raises will be discussed after considering cost of living increases and what other city employees received.