



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



PERSONNEL POLICY

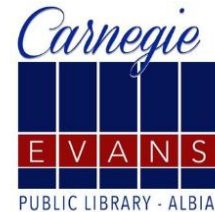
All employees of the library are administrative employees of the City of Albia. Due to the special considerations as to the operation and governance of the library, the Library Board of Trustees is responsible for adopting the policies applicable to the library. As such, the Library Board of Trustees adopts the **City of Albia Policies and Procedures Manual [1.Introduction, 2.Equal Employment Opportunity, 3.Complaint Procedure, 4.Hiring Procedure (with modification as set forth below), 5.Veterans Preferences, 6.Medical Examination, 7.Background Check, 8. Employment of Relatives, 9.Personnel Files, 10.Life Threatening Illness, 11. Individuals with Disabilities, 12. Classification of Employment, 13.Work Hours, 14.Recording Work Hours, 15. Regular Pay Procedures, 16.Overtime Pay Procedures, 17. Performance Reviews, 18. Family and Medical Leaves of Absence, 19. Military Leaves of Absence, 20. Bereavement Leave, 21. Jury Duty, 22. Vacations, 23.Holidays (with modification as set forth below), 24. Personal Business, 25. Sick Leave (with modification as set forth below), 26. Our Employee Benefits Programs, 27. Worker’s Compensation Insurance, 28. Group Health Insurance Continuation (COBRA), 29. Pension Plan, 30. Employee Training, 31.Personal Appearance and Demeanor, 32. Absenteeism and Tardiness, 33.Guidelines for Appropriate Conduct, 34. Confidentiality of Information, 35. Drug-Free Workplace, 36.Workplace Searches, 37. Electronic and Telephonic Communications and Social Media, 38. Use of Personal Electronic Devices, 39. Taping/Eavesdropping on Conversations, 40. Solicitations and Distribution of Literature (with modification as set forth below), 41.Smoking, 42.Safety and Health, 43. Workplace Violence, 44.Driver Control/Vehicle Operation Policy, 45.Accident Review, 46.Termination of Employment, 47.Complaint Resolution Procedure (with modification as set forth below) and 48. Understanding by Employee.]** All library employees are subject to, will receive and acknowledge receipt and understanding of the **City of Albia Policies and Procedures Manual** and this Personnel Policy setting forth applicable modifications.

4. Hiring Procedure

Hiring of library personnel will comply with and be subject to the **City of Albia Policies and Procedures Manual** by following the City of Albia’s uniform system of hiring where possible. All job positions and job descriptions will be determined by the library Director pursuant to the requirements of the operation of the library and approved by the Library Board of Trustees. All interview processes for appointing a library Director shall be determined by and conducted by the Library Board of Trustees or a committee of the Library Board of Trustees. All final hiring decisions for appointing a library Director shall be determined by the Library Board of Trustees. All interview processes for hiring all other library staff or subcontractors shall be conducted by the library Director.



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12. Classifications of Employment

Library staff positions will be categorized according to the classifications as set forth in the **City of Albia Policies and Procedures Manual** with the following modifications: Interviews will take place before the Director, or by the Library Board of Trustees, or by a committee of the Library Board of Trustees. The library **may** have the following positions or any combination of the following positions, as determined by operational need, budget and by the Library Board of Trustees:

Director

The Director is responsible for the daily operations of the library pursuant to policies determined by the Library Board of Trustees. The Director is responsible for budget preparation, financial management of the library, supervision of staff, public relations, collection development and management, program development, and reporting to the state of Iowa and Board of Trustees. The Director shall have building maintenance oversight and reporting to Iowa Board of Trustees, general daily maintenance, cleaning and upkeep. The Director shall have the ability to complete all responsibilities associated with the operation of the library and shall complete them on an as needed basis.

Assistant Director

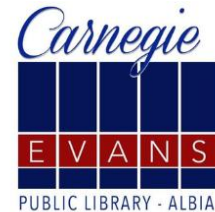
The Assistant Director is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Assistant Director is responsible for assisting the Director with the daily operations of the library pursuant to policies determined by the Library Board of Trustees. The Assistant Director is also responsible for assisting the Director with budget preparation, financial management of the library, supervision of staff, public relations, collection development and management, program development, and reporting to the state of Iowa and Board of Trustees. The Assistant Director is also responsible for oversight of building maintenance, general daily maintenance, cleaning and upkeep. The Assistant Director shall have the ability to complete all responsibilities associated with the operation of the library and shall complete them on an as needed basis pursuant to direction from the Library Director.

Librarian

The Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Librarian is responsible for the operation of the circulation desk, handling check-out and check-in of patrons, assisting with reference



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questions, answering telephone calls and responding to Interlibrary Loan Requests responding to emails on the general library account or directing those emails to appropriate staff members, assisting in maintenance and development of the collection, daily counts and record-keeping for reporting, assisting with volunteers and programming, conducting programming, public relations, marketing, website maintenance, technology maintenance and development, organization, building maintenance, general daily maintenance, cleaning and upkeep, per the direction of the Director. The Librarian shall have the ability to complete all responsibilities associated with the operation of the library and shall complete them on an as needed basis pursuant to direction from the Library Director.

Assistant Librarian

The Assistant Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Librarian is responsible for the operation of the circulation desk, handling check-out and check-in of patrons, assisting with reference questions, answering telephone calls and responding to Interlibrary Loan Requests responding to emails on the general library account or directing those emails to appropriate staff members, assisting in maintenance and development of the collection, daily counts and record-keeping for reporting, assisting with volunteers and programming, conducting programming, public relations, marketing, website maintenance, technology maintenance and development, organization, building maintenance, general daily maintenance, cleaning and upkeep, per the direction of the Director. The Librarian shall have the ability to complete all responsibilities associated with the operation of the library and shall complete them on an as needed basis pursuant to direction from the Library Director.

Youth Librarian

The Youth Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Youth Librarian is primarily responsible for developing and conduction youth programming for the library, developing and maintaining the youth material, youth library area and material maintenance and cleaning and youth library marketing. The Youth librarian is expected to provide direction to other staff in order to facilitate youth programming and the appropriate maintenance and development of the youth library and collection. The Youth Librarian will work with and supervise (at all times) volunteers assisting in providing services to the library for youth programming. The Youth Librarian will provide relevant counts and record-keeping for reporting, assist with volunteers and assist with and/or adult and general programming,



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public relations, marketing, website maintenance, technology maintenance and development, organization, building maintenance, general daily maintenance, cleaning and upkeep, per the direction of the Director. The Youth Librarian shall have the ability to complete all responsibilities associated with the operation of the library and shall complete them on an as needed basis pursuant to direction from the Library Director.

Clerk

The Clerk is a supportive role with limited responsibilities of shelving, cleaning and organizing at the direction of other library staff.

15. Regular Pay Procedures

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding regular pay procedures with the following modifications: Each year the Library Board of Trustees will set an annual salary for the library Director and an annual rate of pay for other library staff. Compensation shall comply with applicable law.

22. Vacations

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding vacations, with the following modifications: The Library Board of Trustees shall have the ability to modify said policies, taking into account the unique nature of library operation and governance.

Library Director will receive (based on anniversary of employment in relevant position):

First year	one week
two through eight	two weeks
nine through fifteen	three weeks
fifteen and all subsequent	four weeks
Paid Holidays	

Library Part-time regular staff working at least thirty hours each week will receive (based on anniversary of employment in relevant position): one week after one year and all subsequent years.

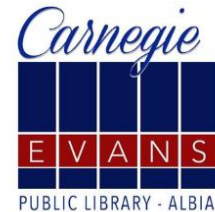
23. Holidays

Holidays are unpaid for library staff (other than Director). The following days shall be designated as Holidays and the library shall be closed on those days:

½ Day New Year's Eve



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New Year's Day
Good Friday
Memorial Day (Saturday, Sunday and Monday)
Fourth of July
Labor Day (Saturday, Sunday and Monday)
Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve
Christmas Day

25. Sick Leave

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding sick leave, with the following modifications: The Library Board of Trustees shall have the ability to modify said policy, taking into account the unique nature of library operation and governance.

If an employee is determined to be "exempt" pursuant to the **City of Albia Policies and Procedures Manual**, the employee will accumulate 1.5 days of sick leave per month with a maximum of one hundred and twenty days for:

Physical incapacity
Personal illness including dental, medical, and optical appointments during working hours
Serious illnesses of an emergency of an immediate family member (child, spouse or parent).

30. Employee Training

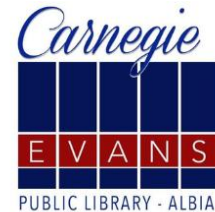
The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding Employee Education and Training, with the following modifications: The library staff is encouraged to undertake continuing education sponsored through the state Library of Iowa and other educational opportunities. Library Director approval is necessary for attendance at all continuing education courses. Board of Trustee approval is necessary for all expenditures and reimbursement of continuing education.

40. Solicitation and Distribution of Literature

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding solicitation and distribution of literature, with the following



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modification: The library Director, library staff and non-employees may distribute literature as is appropriate for a library and according to library policies.

46. Termination of Employment

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding termination of employment where possible. Notice of resignation shall be provided in writing to the Director and the Library Board of Trustees. Under most circumstances one month's notice of resignation is requested from the library Director and two weeks' notice from all other library staff.

The Director may be dismissed by a two-thirds vote of the Library Board of Directors.

All library staff are employees at-will.

47. Complaint Resolution

The library and its staff shall comply with, and be subject to, the **City of Albia Policies and Procedures Manual** regarding complaint resolution with the following modification:

Step One

Discussing the problem with the library Director is encouraged as a first step. If, however, you do not believe a discussion with the library Director is appropriate, you may proceed directly to Step Two.

Step Two

If your problem is not resolved after discussion with the library Director, or if you feel discussion with the library Director is inappropriate, you are encouraged to submit a summary of your concerns, in writing to the Library Board of Trustees and you may request an opportunity to address the Board. In effort to resolve the problem, the Library Board of Trustees will consider the facts and investigate the matter if necessary.

Retaliation for an employee availing themselves of this complaint resolution process shall not be tolerated. This complaint resolution process shall not be construed as preventing, limiting, or delaying suspension or termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where disciplinary action is deemed appropriate.