

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 Directors or a committee of the Library Board of Directors. All final hiring decisions for appointing a library Director shall be determined by the Library Board of Directors. 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 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.

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.

Reference Librarian

The Reference Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Reference Librarian's primary responsibility in the library is focused around the circulation desk. The Reference Librarian is responsible for working the circulation desk, handling check-out and check-in of patrons, assisting with reference questions, answering telephone calls and responding to Interlibrary Loan Requests. The Reference Librarian is also primarily responsible for responding to emails on the general library account or directing those emails to appropriate staff members. The Reference Librarian assists in maintenance and development of the collection, including adding to the collection and removing from the

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collection. The Reference Librarian assists with maintaining daily counts and records for reporting to the State of Iowa.

Assistant Librarian

The Assistant Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Assistant Librarian is primarily focused on marketing and management of the website under the direction of the Director. The assistant librarian is also primarily focused on organizing and maintaining the library facilities per instruction from the Director. The Assistant Director will assist with programming needs of the library. The Assistant Librarian will also work the circulation desk, handle check-in and check-out of patrons, assist with reference questions, answer telephone calls and respond to Interlibrary Loan Requests.

Children's Librarian

The Children's Librarian is able to perform all daily tasks essential for the operation of the library and accommodating patron needs. The Children's Librarian is primarily focused on assisting the Director with developing the children's collection, maintaining and developing the children's activity areas and developing and managing children's programming and the children's summer reading program.

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

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Trustees shall have the ability to modify said policies, taking into account the unique nature of library operation and governance.

Library Director will receive:

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

Library Part-time regular staff working at least thirty hours each week will receive one week after one year and all subsequent years.

23. Holidays

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

- ½ Day New Year’s Eve
- 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

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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 modification: However, the library, 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

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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.