

**LEON PUBLIC LIBRARY  
PERSONNEL POLICY**

The following personnel policy was approved by the Library Board of Trustees on the 9<sup>th</sup> day of May, 2017.

Effective date. 1/ July/ 2017

Reviewed and Approved December 8, 2020

**DISCLAIMER**

Unless you are given a written contract signed by the library director and the board of trustees specifying an employment term, your employment is "at will." This means that both the library and the employee have the right to terminate employment at any time, with or without cause. Nothing in this Personnel Policy nor any oral or written representation by any employee, official, manager, or trustee shall be construed as a contract of employment.

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## I. EQUAL OPPORTUNITY POLICIES

### A. Equal Employment Opportunity

Our policy is to select, place, train, and promote the best qualified individuals based upon relevant factors such as work quality, attitude, and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws, and without regard to non-work-related factors such as race, color, religion/creed, sex, national origin, age, disability, pregnancy, citizenship, or marital status.

This equal opportunity policy applies to all Library's activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits. The Leon Public Library is in compliance with federal rules and regulations and with the State of Iowa Code Subtitle 8-Personnel. As amended, the personnel policies of the library are incorporated and adhered to.

### B. Americans With Disabilities Act

The library shall not discriminate against any applicant or employee because of a disability. The library will endeavor at all times to provide reasonable accommodation to applicants or employees with a disability. A disability will affect a person's employment only when and if it is determined that individual cannot perform the essential functions of the job, even with a reasonable accommodation.

The City shall keep all medical information confidential, consistent with Federal and State law.

### C. Harassment Is Forbidden

A fundamental policy of the library is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the library's business. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors, or other such conduct does not belong in our workplace.

Harassment of employees or of applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo.

Sexual harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is

used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

You cannot be forced to submit to such conduct as a basis for any employment decision and the library will do its best to keep itself free of any conduct which creates an intimidating, hostile or offensive work environment for our employees.

#### **D. Policy Violation Procedure**

In the event that any sort of ethnic, racial, religious, or sexual harassment, or similarly abusive verbal or physical conduct interferes with any individual's work performance or creates an intimidating, hostile or offensive work environment, we urge you to contact your Manager or Supervisor.

If you feel uncomfortable bringing the matter to your director or supervisor or if your director or supervisor is thought to be involved in the harassment, you may contact the personnel committee, who, to the extent possible, will treat the matter with the degree of confidentiality that you require. If you feel uncomfortable bringing the matter to the personnel committee, or if the personnel committee is thought to be involved in the harassment, you may contact the library board of trustees, who, to the extent possible, will treat the matter with the degree of confidentiality that you require. Charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation.

If the library determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A non-employee who subjects an employee to harassment in the workplace will be informed of our library's policy and appropriate action

will be taken. In all cases, the library will make follow-up inquiries to ensure that the harassment has not resumed.

An employee who remains unsatisfied after investigation by his/her director or supervisor may seek review from the personnel committee. The personnel committee may direct or conduct an independent investigation, including witness interviews and statements concerning the complaint. Additionally, the personnel committee may take further remedial or disciplinary action as is appropriate. An Employee who remains unsatisfied after investigation by the personnel committee may seek review from the library board of trustees. The library board of trustees may direct or conduct an independent investigation, including witness interviews and statements concerning the complaint. Additionally, the library board of trustees may take further remedial or disciplinary action as is appropriate.

The library understands that these matters can be extremely sensitive. The library so far as possible, will keep all employee complaints and all communications, such as interviews and witness statements in strict confidence.

The library will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

## **E. Grievance Procedure**

The parties agree that an orderly and expeditious resolution of grievances is desirable. All matter of dispute that may arise between the employer and an employee or employees regarding the violation, application or interpretation of the expressed provisions of the Personnel Policy shall be adjusted in accordance with the following procedure:

**Informal** An employee shall discuss a complaint or problem orally with their immediate supervisor or his designated representative within two (2) working days following its occurrence in an effort to resolve the problem in an informal manner.

### **Grievance Steps:**

**STEP 1:** If the oral discussion of the complaint or problem fails to resolve the matter, the aggrieved employee shall present a grievance in writing to mayor/mayor pro tem within four (4) working days following the oral discussion. A copy of the grievance shall be forwarded to the employee's immediate supervisor. Within four (4) working days after receiving the letter, the mayor/mayor pro tem will answer the grievance in writing.

**STEP 2:** If the employee's answer in Step 1 fails to resolve the grievance, the aggrieved employee shall refer the grievance to the Mayor or Mayor Pro-tem within six (6) calendar days of the receipt of the Step 1 answer. The City Council shall answer the grievance in writing within thirty (30) calendar days of receipt of employee's referral.

All grievance meetings are to be held in private and are not open to the public.

## **II. HIRING & TRANSFER POLICIES**

### **A. Job Classifications**

#### **Library: Permanent Part-time**

Library Director  
Assistant Director  
Adult Librarian  
Children's Librarian  
Assistant Librarian  
Library Aide  
Library Page

### **B. General Hiring Practices**

No person will be employed in a position where they are directly supervised by an immediate family member employed by the library.

Immediate family is defined as father, mother, spouse, child, grandchild, stepchild, sibling, grandparent, father-in-law, mother-in-law, grandparent-in-law, brother-in-law, sister-in-law, aunts, uncles, son-in-law or daughter-in-law.

All regular employees will be required to maintain an emergency contact phone number. After employment, failure to maintain same shall be grounds for termination.

Personnel will be hired and dismissed by the library director in accordance with procedures established by the board of trustees. All new employees shall serve a probationary period of 90 days. At the time of employment, the library shall furnish each new employee, covered by this agreement, a copy of these policies.

### **C. Job Openings**

If an opening occurs, the library will post the job title and description at the library in accordance with the code of Iowa. In addition, the opening may be posted in such outlets as deemed reasonable by the director and trustees.

### **D. Seniority and Transfers**

Those who have been employed by the library the longest will have priority consideration for advancement or transfer.

## **III. DUTIES & RESPONSIBILITIES**

### **A. Your Responsibilities**

The library has always maintained the highest standards of public service. Therefore, in all dealings with the public and with each other, all library employees are expected to respect the dignity of each individual. With this in mind, the library has developed policies and rules for the benefit of us all.

Some of the policies have already been outlined earlier in the Personnel Policy. Others are contained in the following list. You are encouraged to read this list of actions and to understand them fully. Many of these things have never been a problem for the library, and we hope to keep it that way. If any one of these actions or any one of the previously mentioned actions or similarly egregious action is taken by the employee, it can result in disciplinary action up to and including dismissal.

1. Treating a fellow employee, patron or any other non-employee with a lack of respect or a disregard to common standards of safety.
2. Insubordination or lack of cooperation.
3. Failing to follow instruction of, or to perform work requested by, a supervisor or director.
4. Failing to meet a library measure of efficiency and productivity.

5. Violation of the Leon Public Library's Electronic Communications Policy (Attachment "A")
6. Unauthorized or excessive absences (including late arrival and early departure) from work.
7. Sleeping on library property or during the time in which you are supposed to be working.
8. Abusing, wasting, or stealing library property or the property of any library employee or non-employee.
9. Removing library property or records without written authorization.
10. Falsifying your employment application or other personnel records.
11. Falsifying library reports or records (including timesheets).
12. Violating the law on library premises, including gambling.
13. Fighting or starting a disturbance on library premises or while performing job duties, including, but not limited to, assaulting or intimidating a library employee or non-employee.
14. Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on library premises.
15. Reporting to work in a condition unfit to perform your duties, including reporting to work with measurable amounts of illegal drugs or controlled substances in your system or being under the influence of alcohol or drugs or controlled substances.
16. Consuming or selling alcohol, illegal drugs or controlled substances on library premises or while performing your job duties.
17. Smoking, eating, and drinking in prohibited areas.
18. Violating a library safety rule or practice or creating or contributing to unhealthful or unsanitary conditions.
19. Acting in conflict with the interests of the library.
20. Disclosing confidential Library information without authorization.
21. Unauthorized solicitation or distribution on library property.
22. Using profanity toward others.
23. Failing to fully cooperate in any library investigation.
24. Violation of the Leon Pubic Library's Purchasing Policy (Attachment "B")

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards for their position.

In case informal dialogue does not solve a problem, the following disciplinary procedure will be used to deal with staff problems within the library:

1. The library director will make a verbal statement of the problem asking the employee(s) to resolve the issue(s).
  2. Failing the above, the director will give verbal direction for resolution of the issue.
  3. Failing the above, a written warning initialed by the director and the staff member will describe the problem and the action being taken to solve the problem.
  4. Failing the above, a final, (written) warning and the opportunity for counseling will be given.
  5. Failing the above, the employee is subject to dismissal.
- Any and all actions taken will be documented in the employee's personnel file.

## **B. Drug and Alcohol Policy**

To help insure a safe, healthy, and productive work environment for our employees and others, to protect library property, and to insure efficient operations, the library has adopted a policy of maintaining a workplace free of drugs and alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled substances, or having alcohol or controlled substances in your system without medical authorization during your work hours, on library premises or while on duty will result in disciplinary action up to and including immediate termination.

In accordance with the Federal Drug Free Workplace Act, employees must notify the library of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 (five) days after such conviction. Failure to timely notify the library of a conviction for a criminal drug statute violation occurring in the workplace will be subject to disciplinary action up to and including termination.

## **C. Continuing Qualifications**

Any employee may be terminated if the employee fails or refuses, in a timely fashion, to become or remain certified, qualified, or otherwise licensed as required in the employee's job description. Annual continuing education units will be required for some positions and/or certifications.

## **D. Overtime**

### Overtime

An employee who exceeds forty (40) hours worked within a regular work week, shall receive compensatory time (time and one-half) for any hours in excess of forty (40). The definition of work is actual hours worked as no type of leave will be considered work. Compensatory time earned is to be used within the next thirty (30) day period following accrual.

## **E. Chain of Command**

As per the Code of Leon, the library director is in charge of day-to-day operations and reports to the library board of trustees. The library director, in their absence, will designate a person to act in their stead. The department heads will be held responsible for work done in their departments.

## **F. Time Cards**

All employees will turn in time sheets, filled out by the employees and approved by the Library Director, who designates hours worked, dates worked, and PTO and compensatory time designation.



## **G. Job Performance Reviews**

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position.

Evaluations of the Library Director will be conducted by the Board of Trustees.

During your employment with the library, your library director or his or her designee will evaluate your work. They will undertake a formal review of your work performance giving consideration at each review to changes in your job content or responsibility. This review is designed to be a planning tool to assist both the library and the employee to achieve mutual goals.

Salary is monitored in this manner so that it accurately reflects your job and employee performance. Based upon the evaluation of your Manager or his or her designee and your total work record, salary may be adjusted.

It should be understood, however, that increases in your salary are not an automatic part of the performance review but are within the board of trustees' discretion based upon your entire work record, qualifications and experience, and the evaluation of your director or his or her designee.

Performance Review Form (Attachment "C")

## **H. Personnel Records**

Each employee, including the Library Director, is responsible for updating personnel information with the library director in writing when there is a change in address, telephone number, marital status, emergency contact, or number and names of dependents.

Tax information must be kept current. W-4 forms are available from the City Clerk of Leon throughout the year.

All records maintained by the library are the property of the library. Employees may view their personnel files in the presence of the library director or a designee. Personnel material is shared within the departments of the City of Leon, only on a need to know basis.

## **I. Attendance**

The library relies on you to report to work regularly and on time. The employee must contact the library director as soon as possible if they are going to be late or absent. To leave early, the employee must obtain approval from the director. The director may require that you make up any lost work time.

The library will take disciplinary action, up to and including discharge, where attendance is unacceptable.

This policy shall not be construed to conflict with the Americans with Disabilities Act, the Family and Medical Leave Act, the Iowa Civil Rights Act, and other applicable federal and state laws.

## **J. Telephone Usage**

Contact with the public is vital to our business. Telephone courtesy is a priority because, to the public, an employee's voice may be the only representative of the library they encounter. Employees are expected to do the following:

- Answer the telephone promptly and identify yourself per departmental guidelines;
- Make sure your telephone is attended when you are away;
- Speak clearly;
- Take careful and complete messages for coworkers; and
- Do not leave someone on hold for more than a few seconds.

The library recognizes that there may be an occasion when it is necessary to make or receive a personal call at work. Abuse of this privilege is subject to disciplinary action.

The library has a limited number of phone lines available and they are needed for conducting business. Personal phone calls are to be limited to a reasonable number and length of time. Employees are expected to avoid personal calls during business hours if possible. If it is necessary to make a personal phone call, the employee is expected to use a personal cell phone if possible. In the event that any charges do result from personal use of the library's phone the employee will be billed the actual cost of the call. Abuse of this privilege is subject to disciplinary action.

## **K. Confidentiality**

As an employee of the library you may learn confidential business information. During and after employment with the library, confidential business information may not be shared with non-employees of the library and may only be shared with library employees on a need to know basis. If this policy is violated, disciplinary action will be taken up to and including immediate discharge and/ or legal action.

The library will provide employee information to outside agencies only upon written authorization of the employee or as provided by law. Most banks, credit agencies, or other parties requiring employment information will provide you with an appropriate form.

The library standard credit or other reference letters are limited to confirming dates of employment, job title, and current rate of pay. All requests for employment verification must be received by the library in writing. Response will be in writing unless special arrangements are made in advance with the library director. The library does not provide letters of recommendation.

The library protects employee's confidentiality and expects the employees to protect the library's confidences as well. Supervisors may not give out any information about an employee and must refer any phone calls seeking such information to the library director.

In addition, the library also expects that employees respect the privacy of your fellow employees, both with employees and non-employees. Personal information about any employee may not be discussed with other employees or non-employees except on a need to know basis as established by the library director or board of trustees.

**L. Presence on Library Property After Hours**

The library strives to keep its property secure. Unless an employee is scheduled or asked to work outside of open hours, the employee should not be present in the library without permission of the library director. Public emergencies are an exception to this rule.

**IV. BENEFITS AND LEAVE POLICES**

**A. Holidays.**

Nine permanent holidays are designated by the library:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

The library will be closed on all holidays listed above.

**B. Leave Policies**

**1. Paid Time Off**

Paid Time Off (PTO) is prorated from a full time equivalent based on the average number of hours worked per week. Nine days of PTO will be granted each year and will be prorated as above.

The library has a paid time off pool that takes the place of vacation, personal time and sick leave. PTO will be awarded at the beginning of each fiscal year (July 1).

Example; For an employee who normally works a 20 hour week, 4 1/2 days (36 hours) will be awarded.

PTO may be used in half-hour increments. The library agrees to respect the wishes of the employees as to the time of taking PTO insofar as the needs of the service permit. The supervisor has authority in case of emergency conflict.

All PTO hours are required to be used within the fiscal year they were awarded. PTO not used during that fiscal year will be lost.

## **2. Bereavement Leave**

For the following, the library will pay regular wages for the normal work hours while the employee is away.

The library will allow 3 days leave for the death of a member of an employee's immediate family. "Immediate family" is defined as father, mother, spouse, child, grandchild, stepchild, or sibling.

The library will allow 2 days leave for the death of an employee's grandparent, father-in-law, mother-in-law, grandparent-in-law, brother-in-law, sister-in-law, aunts, uncles, son-in-law, or daughter-in-law.

The library will allow 1 day leave for the death of an employee's great grandparent, cousin, niece, nephew, fellow employee, Council Member, or Mayor.

The library will allow a half day leave with pay for the employee to serve as a pallbearer.

## **3. Jury and Service Duty**

Employees will be excused from work, as required by law, to serve on jury duty or to act as a witness in court. An employee may request leave to work on boards of election at the discretion of the director.

## **4. Military Leave**

An employee may be granted a military leave of absence for a period up to thirty (30) days with pay as prescribed by Section 29A.28 of the Code of Iowa.

Employees who return to work after an extended absence for military service are eligible for reinstatement in accordance with applicable law. They must, however, seek reinstatement within the required time limits and be qualified for work.

The library shall follow and be consistent with Federal and State law regarding Military Leave including right under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Issues regarding military leave are to be presented to the library director.

## **5. Family and Medical Leave Act ("FMLA") Policy**

### **a. Eligibility - No Library Employees are Eligible for FMLA Leave**

## **6. Maternity Leave.**

The library will provide maternity leave as required by law. The Library provides 8 weeks of unpaid leave or leave for the period of disability, whichever is shorter. The employee may use PTO hours, but this will not extend the duration of the leave).

## **V. CONTINUING EDUCATION**

It is the policy of the Leon Public Library to provide staff with the opportunity for training which will help self-development and the employee's contribution to the library. The employee will be compensated for time spent at seminars and meetings, excluding college credit courses, and will be reimbursed for approved expenditures. Public Librarian certification through the State Library is encouraged and will be reimbursed for approved expenditures. Normal wages will be paid for travel time.

Certification through the IOWA Library Services is required for the director and is encouraged for others.

## **VI. RESIGNATIONS & RETIREMENT POLICIES**

### **A. Resignation**

An employee resigning, is required to provide a two-week notice.

When leaving employment at the library the employee will receive payment for all unused compensatory time and 100% of unused PTO will be paid.

### **B. Retirement**

Upon retirement from the library, 100% of unused PTO will be paid out in cash. "Retirement" is defined as when the employee has reached the age to receive social security retirement benefits or IPERS benefits, has filed an application to receive either of such benefits with the United States Social Security Administration or the Iowa Public Employees Retirement System, and will begin the receipt of such benefits within 30 days of leaving the library's employment.

### **C. Rule of "88"**

Rule of "88" is a form of early retirement under IPERS. The employee may elect to retire at an age earlier than the social security retirement age. When the combination of the employee's attained age and years of service equals "88", he or she is entitled to (100%) of remaining PTO payable as a cash benefit. The earliest retirement age is 55.

**POLICIES SUBJECT TO CHANGE**

The Library continually reviews its personnel policies and employee benefits and reserves the right, in its sole discretion, to modify, supplement, amend, or delete any of the provisions contained in this personnel policy or any employee benefits at any time. I understand that the personnel policy in no way represents an employment contract, and that I am an employee-at-will. This personnel policy does not represent the entire policies of the Library but is designed to give guidance to many essential Library's personnel policies.

I hereby acknowledge that I received my Handbook describing Library's policies and my benefits as an employee of the Library. I have read and understand the Library's policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (Please Print)