KLING MEMORIAL LIBRARY
PERSONNEL POLICIES

PURPOSE STATEMENT:

The following personnel policies set forth the terms and conditions of employment for each full-time and part-time employee of the Kling Memorial Library. These rules and regulations are pursuant to the Grundy Center Municipal Code and shall be applied equally to each employee regardless of sex, color, creed, national origin, religions, political affiliation or any other protected class.

The Library Board is responsible for:

- Employment of the Library Director
- Reviewing and approving Library policies
- Approving the annual salary schedule, including adjustments for excellence
- Reviewing grievances
- Planning for the future of the library with community input

The Library Director is responsible for:

- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, City ordinance, rules and the policies of the City and the Board.
- Making reports and recommendations to all the Board and City officials
- Recruiting, selecting, assigning, and reviewing Library employees and volunteers
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees and volunteers
- Appointing or removing employees or volunteers
- Administering discipline
- Conducting the appropriate steps in the Grievance Procedure
- Recommending changes in policy as necessary

EMPLOYMENT STATUS

The Library Director will work the number of hours per week agreed upon by the board, working at least some Saturdays. Any accumulation of days off must be approved by the President of the Board of Trustees or the full Board.

A part-time employee is defined as one who is regularly scheduled to work less than 32 hours a week. A full-time employee is defined as one who is regularly scheduled to work at least 32 hours per week.

All employees shall serve a six-month probationary period with evaluations occurring at two-month intervals. Thereafter, performance evaluations shall occur on an annual basis. The evaluation of the Library Director shall be conducted by the Library Board of Trustees. Annual evaluation of the other employees shall be conducted by the Library Director.

Salaries of all library employees shall be determined annually for the ensuing year. Paychecks are issued once every two weeks on Wednesday.

The Board of Trustees shall be notified if any employee wishes to resign. The Director shall give thirty (30) days notice to the Board of Trustees. Other employees shall give two (2) weeks notice to the Library Director. Employees may be dismissed by the recommendation of the Library Director, with consultation of the City Attorney when necessary, for reasons of misdemeanor, incompetence or inattention to duties of employment.

Any case of incompetence or inattention to duties by an employee will be documented by the Library Director, including any necessary verbal or written warnings, which will be added to the employee's file.

BENEFITS

HOLIDAYS

The Kling Memorial Library observes the following 9 holidays: New Year's Days, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving, Christmas, and the employees birthday. (The birthday holiday can be taken at anytime during the year with approval of the Library Director.) The library closes at 12:00 noon on Christmas Eve day and at 3:00 p.m. on New Year's Eve day. All regular full-time and part-time employees shall be paid for holidays at a pro-rated basis. A holiday occurring on a Saturday shall be observed on the Friday preceding and a holiday occurring on Sunday shall be observed on the following Monday.

ILLNESS AND PERSONAL LEAVES

The Library Director shall notify the board president if personal leave is needed and the Library Director shall make necessary arrangements on the work schedule. Library staff shall contact the Library Director in case of illness or an emergency when they cannot report to work. Requests for personal leave, vacations, necessary appointments, funerals, etc., all need to be made in advance so arrangements can be made in scheduling.

VACATIONS

The Library Director shall be granted vacation time and pay as follows:

During 1st year:	1 week
During 2-4 year:	2 weeks
During 5-10 year:	3 weeks
During 11-21 year:	4 weeks
During 21+:	5 weeks

The Library Director shall also be allowed two (2) personal days per year which may be accumulated up to 5 days.

SICK LEAVE

The Library Director shall be allowed nine (9) days of sick leave with pay each year. Unused sick leave may be accumulated to a maximum of ninety (90) days.

FUNERAL LEAVE

In the case of a death in the employee's immediate family, defined as current spouse or child, five (5) days of funeral leave will be allowed with pay. In the case of a death in the employee's close family, three (3) days of funeral leave will be allowed with pay. "Close Family", for funeral leave purposes only, is defined as employee's grandchild, mother, father, brother, sister. One (1) day of funeral leave with pay will be allowed in the case of death of the employee's current father-in-law, mother-in-law, children's spouse, niece, nephew, brother-in-law, sister-in-law, and grandparent. Funeral leave time is not actual worked time and does not apply towards overtime. Only scheduled compensable work days missed will be paid for.

JURY DUTY

Library staff required to serve as jurors during working hours shall receive regular wages less any compensation received as jurors.

OTHER BENEFITS

Group health insurance premiums (up to family coverage) (carrier determined by the City of Grundy Center) shall be paid for the Library Director with the Library Director contributing $35 a month towards premiums for family coverage only. The Library Director and regular part-time employees are included in IPERS. All employees are covered by Worker's Compensation.

CONTINUING EDUCATION

The Library Director shall determine which seminars, workshops, meeting, etc. staff shall attend. All fees incurred for activities relating to library work shall be paid. Mileage shall be paid at the rate paid by the State of Iowa. The regular hourly wage will be paid including travel time. Professional (ILA) dues for the director shall be paid out of the library funds.

RESERVE MILITARY DUTY
Arrangements satisfactory to a library employee and the Board of Trustees shall be made in the event this possibility occurs.

MATERNITY AND PATERNITY LEAVE
The City of Grundy Center will allow leave as required by FMLA.

EMPLOYEE CONDUCT

RESPONSIBILITIES
Staff members have a special responsibility to:

- Maintain the principles of the ALA Library Bill of Rights and the ALA Code of Ethics, the Freedom to Read and Freedom to View statements.
- Understand and carry out the established policies and procedures of the Kling Memorial Library and to express in a positive manner, directed toward appropriate channels, any concern with or objection to policies, philosophies, or programs.
- Protect the confidential relationship that exists between a library user and the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
- Serve all patrons equally according to their needs.
- Make the resources and services of the library known and easily accessible to current and potential users.
- Be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits
- Acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share Knowledge and expertise with others.
- Represent the library in the community and elsewhere, and promote library services when appropriate.

DRESS CODE
The objective of the Kling Memorial Library in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet we need our employees to project a professional image for our patrons. Business casual dress is the standard for this dress code.
Because all casual clothing is not suitable for the library, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, exercise sessions, such as worn blue jeans or yoga pants, are not

appropriate for a professional appearance at work. Clothing that reveals cleavage, your stomach or your underwear is not appropriate for a place of business.
In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to our patrons is unacceptable. Fashion brand names on clothing are generally acceptable.
No dress code can cover all contingencies, so employees are expected to exert good judgement in their choice of clothing to wear to work. If you are uncertain about the acceptable business casual attire for the library, please consult with the Library Director or Assistant Director. If clothing fails to fit the business casual standard, as determined by the Library Director or Assistant Director, the employee will be asked not to wear the inappropriate attire to work again. If the problem persists, the employee will be sent home to change and disciplinary action may be taken.
Certain days can be declared dress down days. On these days, jeans and other casual clothing may be allowed, such as Saturdays, work days and program days for the summer reading program as determined by the Library Director.

GRIEVANCE PROCEDURES
Any concerns or disagreements among the library staff shall be resolved quickly and informally, if possible. If a problem cannot be satisfactorily resolved, all parties involved shall meet with the Board of Trustees to review the situation. The decision to settle a dispute shall be final.

Adopted: September 9, 2004
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