

Central City Public Library Personnel Policy

I. Hiring of Library Director

The Board of Trustees ("Board") will be responsible for hiring a qualified Library Director ("Director") to manage the day-to-day operation of the Library.

When filling the vacancy of the Director, the following will be considered:

- a. Education;
- b. Experience in administration of a public library or management or supervisory experience;
- c. Ability to explain how his/her experience and talent can be used as Director of the Library;
- d. Experience on computer, fax and copier;
- e. Willingness to become involved in the community and ability to be comfortable in relations with the public of all ages;
- f. Commitment to continuing education; and
- g. Enthusiasm for Librarianship.

II. Salaries

The Director will be scheduled to work thirty (30) hours a week.

The starting rate for all new employees will be established on the basis of the prospective employee's overall qualifications, as determined by the Board. Movement in wages will be based on the employee's performance, evaluated on an annual basis in November. Wage actions will be taken at the beginning of the fiscal year. An increase in wages will be given at the completion of Library Certification.

III. Probation Period

The Board will review the Director's performance at the end of a six (6) month probationary period to determine if his/her employment is to be continued. Following probation, performance reviews will be made at least once each year.

IV. Director's Job Description

1. Works with Board.
2. Plans and directs staff.
3. Hires temporary staff.
4. Orients and trains new staff and volunteers.
5. Orders books and other library materials.

6. Catalogs, classifies, and processes library materials.
7. Serves at circulation desk/registers patrons.
8. Supervises the physical upkeep of the collection.
9. Plans all library programming, decoration and tours.
10. Keeps all records of financial data.
11. Handles library public relations.
12. Keeps all records of library operations.
13. Prepares annual report for the Board, City of Central City, Linn County, and State Library of Iowa.
14. Works with the Board for budget, goals, and policies.
15. Attends board meetings, some city council meetings, county meetings, and continuing education classes.
16. Operates photo copier and fax machine.
17. Handles interlibrary loan through SILO and orders, prepares and returns loaned books.
18. Handles Open Access and mails back books.
19. Contacts patrons regarding overdue books.
20. Uses computer for indexing, processing books, Interlibrary loan location, and circulation.
21. Assists patrons with Internet Access.
22. Answers reference questions using library materials, online databases and regional reference.

V. Assistant Librarian's Job Description

1. Catalogs, classifies, and processes library materials.
2. Serves at circulation desk/registers patrons.
3. Operates photo copier and fax machine.
4. Handles Interlibrary loan through SILO and orders and prepares books for return.
5. Handles Open Access.
6. Calls patrons on overdue materials.
7. Uses computer for indexing, processing materials, Interlibrary loan location, and circulation.
8. Attends continuing education classes.
9. Assists on Internet.

VI. Benefits for the Director

Section No. 1 Meetings

The Director is required to attend County meetings and City Council meetings when library business is being discussed, and any continuing education classes that are of value to maintain the library. When the Director is required to attend City Council meetings, he/she shall be paid at a rate of \$25.00 per meeting.

Section No. 2 Workshops/Seminars

The Director will receive regular wages for total hours of attendance and travel time, as well as compensation for out of pocket registration fees and mileage at current city rate for attending workshops or seminars.

Section No. 3

Not applicable

Section No. 4 Holidays

The Director will be paid for the following holidays at the same rate and number of hours worked in a normal work day: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, President's Day, Good Friday for services only, Thanksgiving Day, the day after Thanksgiving, Christmas day, the day after Christmas(except when Christmas falls on a Friday). The Director shall receive one Floating Holiday per year, except when Christmas falls on a Friday he/she will receive two Floating Holidays for that year. The Director may leave early on Christmas Eve afternoon and New Year's Eve afternoon at the discretion of the Board, and be paid for the full day.

If a holiday falls on a Saturday, it will be observed the prior Friday, and if a holiday falls on Sunday, it will be observed the following Monday. The Library will be closed on these days.

Jury Duty

Compensation will be paid for days missed to serve on jury duty. The difference between jury pay and regular wages will be paid.

Section No. 5 Sick Leave/Personal Days:

The Director shall be allowed eight (8) paid sick days per year. The sick days may be accumulated up to thirty (30) days. If an employee is absent from work due to illness or injury for a period exceeding three (3) days, he/she shall present a written verification by his/her physician of the illness or injury upon returning to work. Sick days may be used as personal days.

Section No. 6 Emergency Leaves: Funeral

The Director shall be granted three (3) days off with pay from employment to attend funerals involving his/her immediate family members-defined as spouse, son, daughter, parents, brother, sister (including step-families). One (1) day for grandparents and/or step-grandparents.

Section No. 7 Court Appearances

When the Director is required to appear in court on business for the library, he/she shall be paid regular wages for total hours of attendance and travel time, plus mileage at current city rate.

Section No. 8 Vacation

Vacation may be taken one day at a time or taken all at once in any given year. Vacation will be awarded on the Director's anniversary date; any unused vacation from the previous year will be paid on the anniversary date. The Director will not be allowed to accrue vacation time from one year to another.

Vacation:

Year one (1)	1 week
From second (2 nd) through fourth (5 th) year	2 weeks
From fifth (6 th) through tenth (10 th) year	3 weeks
After tenth (10 th) year	4 weeks

Section No. 9 Maternity/Paternity Leave:

The Director may use unused vacation time or sick leave time for maternity or paternity leave. If additional time is desired, leave without pay may be requested.

VII. Discipline

1. An employee who fails to maintain proper standards of conduct shall be subject to disciplinary action up to and including discharge. Examples of violations that may result in disciplinary actions include but are not limited to: neglect of duty, disobedience of orders, willful misconduct, and failure to properly perform the duties of the library director.
2. With just cause the Director may discharge an employee.
3. Grievance procedures for staff:

When a grievance first arises, the staff member should approach the Director. If no satisfactory solution is found within ten (10) working days or if the staff member feels that his/her problems have not been considered fairly, a staff member may request a hearing before the Board within ten (10) working days. A duplicate copy of the request shall be sent to the Director at the same time as to the Board. The Board shall indicate its decision within ten (10) working days of the hearing.

Dismissal:

If it is necessary to dismiss the Director or staff member, a warning in writing is to be submitted to the employee giving his/her two (2) weeks to improve the situation. If dismissal must follow, a one (1) week notice is given.

4. Termination of service

Resignation:

A letter of resignation is to be presented to the Board at least four (4) weeks in advance.

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