

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

PERSONNEL POLICY

Appointment

It is the policy of the Algona Public Library not to discriminate against an applicant for employment or an employee in hiring, accepting, registering, classifying, referring for employment, discharging or otherwise because of the applicant's or employee's age, race, creed, color, gender, sexual orientation, national origin, religion or disability unless based upon the nature of the occupation.

Selection of staff members is based on merit with due consideration of personal, educational and physical qualifications as well as training and aptitudes for the position involved.

Political preferment, pressure or recommendations by influential persons shall have no weight in library appointments.

Recruitment Selection and Placement

1. In accordance with the Equal Employment Opportunity Act, job openings will be publicly posted within the Library and on the Library's website for at least two weeks. The position will be advertised a minimum of two times in a local publication. Each applicant will be required to complete an application for employment or submit a resume at the discretion of the Director.
2. Once the applications have been received, a manageable number of those apparently most qualified for the position will be interviewed.
3. Upon completion of the interview process and thorough review of the eligible applicants an applicant may be appointed.
4. If no applicant meets the requirements of the Library for employment the procedure may be repeated.

Types of Employment

1. Regular full-time: scheduled to work forty (40) or more hours a week on a regular basis.
2. Regular part-time: scheduled to work twenty (20) or more hours a week, but less than forty (40) hours a week on a regular basis.
3. Part-time: works less than twenty (20) hours a week.
4. Casual and Temporary: hired for a period of six (6) consecutive months or less per year to cover situations such as seasonal demands or replacements for absenteeism or vacations.

Promotion

Whenever practical, the higher positions within the Library will be filled by a promotion of a lower ranking qualified employee. The individual will be interviewed and evaluated based upon the best interests of the Library and the best person available for the job will be hired. This practice is observed so that both employees and the public will regard government service as a career. Promotion will be considered to minimize the turnover of personnel.

Probationary Period

The probationary period shall be regarded as an integral part of the employment process. Termination or promotion can result after an employee's probationary period. Completion of the probationary period should not be construed as a guarantee of employment for any specific duration.

All employees shall serve a minimum probationary period of six consecutive months following original appointment, promotion or re-employment. The Director may approve the extension of a probationary period up to six additional months for an employee if he/she thereby considers the best interests of the library to be served. Any employee may be terminated at any time during or after the probationary period at the discretion of the Director.

Employee Performance

Evaluations provide an employee and the employer with a communication link toward improvement in job performance. The evaluation will also provide an opportunity for criticism or praise concerning the work being performed by the employees.

Once each fiscal year, every employee shall be rated on his/her performance of the past year. The Director will conduct the evaluation of Library staff. The

Personnel Committee members will conduct the evaluation of the Library Director, as they deem appropriate.

Dismissal

Staff dismissals are made for good cause by the Director and by the Board of Trustees in the case of the Director. Upon dismissal, the staff member may request a hearing in accordance with the Algona Public Library's Grievance Procedure found later in this document.

Benefits

1. **Insurance** - A Library employee must work more than 30 hours a week year round to qualify for insurance benefits. The City of Algona's insurance policy covers health, life and disability. A copy of each of these group plans will be provided to each employee. The insurance program referred to in these policies will be subject to all terms and conditions of the contracts with the insurance carriers. The amount of premium paid by the Library and the amount of premium paid by the employee is set each fiscal year by the City Council with the Annual Salary Resolution.

2. **Workers' Compensation** - All work related injuries must be reported immediately by the employee to his/her supervisor. In the event an employee is injured in the course of his/her employment, the employee has the following options:

- a) The employee may elect to receive his/her regular compensation by using any sick leave or vacation leave he/she has, and if this option is elected, the employee agrees to pay to the Library the Workers' Compensation payments, exclusive of medical or hospital benefits he/she receives.
- b) The employee may take Workers' Compensation for the days he/she is absent. No sick leave will be used. If the first three (3) days are not paid by Workers' Compensation, it is the employee's option to use sick leave for those three days and be paid by the Library or not to be paid at all for those three days.

3. **Retirement Pensions** - Retirement Pensions are paid to Iowa Public Employees Retirement Systems (IPERS). Both the Library and the employee will pay whatever is required by federal law to the Social Security System and Medicare.

4. **Vacation Leave** - The Director and regular full-time library staff shall be granted vacation leave on the same schedule as other city employees. Vacation leave shall be awarded annually upon the employee's anniversary date in the following manner (assuming that 1 day = 8 hours scheduled work):

- a) After 1 year of service 40 hours (or 5 days)
- b) After second year of service 80 hours (or 10 days)
- c) After eighth year of service 120 hours (or 15 days)
- d) After fourteen years of service 160 hours (or 20 days)
- e) At year twenty 160 hours (or 20 days) plus 4 hours (or one half day) for every year of service from 20-29. Accrual shall be on a non-cumulative basis.

Regular part-time library staff shall receive vacation at half the rate of full-time staff in the following manner:

- a) After 1 year of service 20 hours
- b) After second year of service 40 hours
- c) After eighth year of service 60 hours
- d) After fourteen years of service 80 hours
- e) At year twenty 80 hours plus 2 hours for every year of service from 20-29. Accrual shall be on a non-cumulative basis.

Full-time employees may carry over 40 hours vacation time from one year to the next; part-time employees may carry over 10 hours of vacation time from one year to the next. Any vacation hours in excess of 40 hours accrued by full-time employees are lost at the employee's anniversary date; any vacation hours in excess of 10 hours accrued by part-time employees are lost at the employee's anniversary date. This shall not apply to personnel covered under a separate contract; if there is differing provisions regarding vacation carry over.

The Library Board of Trustees shall at all times exercise discretion in the matter of granting extended vacation leave to the Director, and shall have the right, for cause, to withhold or deny the same.

5. **Holidays** - The following days are hereby declared holidays for all Library employees as scheduled with other city employees. The exception being of personnel who are covered by some contract provision which provides for different holidays:

- a) New Years Day on January 1
- b) Memorial Day on the last Monday in May
- c) Independence Day on July 4
- d) Labor Day on the first Monday in September
- e) Thanksgiving Day on the fourth Thursday in November
- f) Friday after Thanksgiving (may be used as a floating holiday)
- g) Christmas Day on December 25
- h) Full-time employees receive four (4) Personal Days/Floating Holiday
Regular part-time and part-time employees receive 16 hours
- i) One (1) additional Personal Day after fifteen (15) years continuous service

When a regular holiday falls on a Saturday, employees will be given the preceding Friday as the holiday; when the regular holiday falls on Sunday, the following Monday will be given as the holiday.

All Regular employees receive holiday pay. Regular part-time employees shall receive holiday pay on a prorated basis, equal to their regular hours for that day or an average if the holiday falls on a regular day off. Any employee who has an unexcused absence on the working day preceding or following a holiday shall forfeit his right to payment for the holiday.

Personal Days

- a) In order for an employee to utilize the personal day, such employee shall have been employed by the Library at least six (6) months prior to utilizing such holiday.
- b) Personal Days/Floating Holidays must be used by June 30 of each year.
- c) Personal days/Floating Holidays will be awarded annually in the first pay period in July.
- d) A personal day is at the selection of the employee, provided however, that the Director consents that the work schedule permits.

6. **Inclement Weather.** Library employees who cannot get to the library due to inclement weather may use vacation leave, compensatory time, or leave without pay for this purpose. The Director shall administer this provision.

7. **Sick Leave -** For all full-time Library employees sick leave will accumulate at a rate of 8 hours per month up to a maximum of 880 hours. Regular part-time employees and part-time employees shall receive sick leave at half the rate of full-time staff. An employee may use sick leave at his/her discretion, but it shall be allowed only in case of actual personal sickness and disability, physical examinations and consultations with physicians or emergency dental and chiropractor treatment.

In order to receive compensation while absent on sick leave, the employee shall notify the supervisor in advance of absence. The Director shall approve all sick leaves. If an absence is more than three working days, the employee may be required to file a physician's certificate stating the cause of absence and that the employee is unable to work due to illness. The Library may also require the employee to obtain a written report from the employee's physician stating that they are able to return to work.

The Library reserves the right to order a physical examination at Library expense to determine the fitness of an employee to continue on active duty after a period of sickness or disability.

All sick leaves shall expire on the date of separation from employment, and no employee shall be reimbursed for sick leave outstanding at the time of separation.

Sick Leave Conversion - Eligible sick leave for employees will be converted into a benefit account for the purpose of paying medical related expenses after retirement. Sick leave will be converted at the rate of .5 hours for every eligible hour at the employee's current hourly rate. Employees may accrue a maximum of 880 hours.

- ❖ Accruals to the benefit account can occur in two ways:
 - Maximum Sick Leave Accrual: When an employee reaches the 880 maximum allowable accrued hours in sick leave any monthly accruals will be allocated to the benefit account at the conversion rate.
 - Retirement: At retirement the total accrued sick leave of the employee will be converted into the account at the conversion rate.

8. **Wellness Leave.** With prior approval of the Director, short excused absences up to two hours shall be made up at the individual's option. Time shall be made up in blocks of thirty minutes or more.

9. **Funeral Leave** - Eligible regular employees who are on the active payroll shall be granted time off with pay for regularly scheduled working time lost for the purpose of attending the funeral of a member of the employee's immediate family, on the following basis:

- a) Up to a maximum of four (4) working days absence shall be allowed for attending the funeral of the employee's spouse, child, stepchild, foster child, mother or father.
 - b) Up to a maximum of three (3) working days absence shall be allowed for the purpose of attending the funeral of the employee's grandchild, brother, sister, mother-in-law or father-in-law.
 - c) Up to a maximum of one (1) working day of absence shall be granted for the purpose of attending the funeral of the employee's grandparent, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
- a) The Library will be promptly notified of any requested absence hereunder, the reason therefore, and the date thereof. In addition, the Library may require proof of death and/or relationship.
 - b) Leave hereunder shall apply only when the employee actually attends the funeral, and the employee shall return to work as soon as possible after the funeral, depending on the circumstances.

10. **Pallbearer Leave** - Leave hereunder shall be allowed to an eligible employee asked to serve as a pallbearer or military honor guard, or to attend the funeral of a fellow employee of the city, and the employee shall return to work as soon as possible after the funeral activities, depending on the circumstances.

11. **Family Leave** - A family and/or medical leave of absence shall be defined as an approved absence available to eligible employees for up to twelve weeks of unpaid leave per calendar year under particular circumstance that are critical to the life of a family. Leave may be taken upon the birth of the employee's child and in order to care for said child, upon the placement of a child with the employee for adoption or foster care and in order to care for said child, when the employee is needed to care for a child, spouse or parent of the employee who has a serious health condition or when the employee is unable to perform the functions of his or her position because of a serious health condition.

- a) Scope - The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the twelve weeks of leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to paid leave under another benefit plan or policy, the employee must take the paid leave first. However, the employer will not require employees to use earned vacation leave.
- b) Eligibility - To be eligible for leave under this policy, an employee must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve month period preceding the commencement of the leave.
- c) Basic Regulations and Conditions of Leave - The Library will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. In its discretion, the Library may require a second medical opinion and periodic recertification, not more often than once every thirty (30) days, at its own expense. If the first and second opinions differ, the Library, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Library and the employee.

If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Library may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits. Leave may be taken on an intermittent or reduced leave schedule for the birth of the employee's child or the placement of a child with the employee for adoption or foster care, only with the employer's approval.

- d) Notification and Reporting Requirements - When the need for leave is foreseeable based on an expected birth or placement of a child, the employee shall provide the Library with not less than thirty (30) days notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the birth or placement requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

When the need for leave for a serious health condition of the employee or his or her spouse, child or parent, is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Library, subject to the approval of the health care provider of the employee or the health care provider of the child, spouse or parent of the employee, as appropriate. In addition, the employee in this case shall provide the Library with not less than thirty (30) days notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable. In cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

- e) Status of Employee Benefits During Leave of Absence - Any employee who is granted an approved leave of absence under this policy is advised to provide for the retention of his or her group insurance coverage during the period of unpaid absence by arranging to pay the premium contributions for which they are normally responsible that is deducted from their paycheck.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the Library may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlements based upon length of service will be calculated as the last paid workday prior to the start of the unpaid leave of absence.

- f) Completion of Request for Family and Medical Leave of Absence Letter – The employee must originate a Request for Family and Medical Leave of Absence Letter in duplicate. The Library shall provide a form letter to be used for this request. This letter should be completed in detail, signed by the employee, submitted to the Director and forwarded to the Library Board of Trustees. The letter should be submitted at least thirty (30) days in advance of the effective date of the leave, if the leave is foreseeable. If the leave is unforeseeable, the letter should be submitted as soon as is practicable.

All requests for family and medical leaves of absence due to illness will include the following attached to a completed Request for Family and Medical Leave of Absence sufficient medical certification stating:

1. The date on which the serious health condition commenced.
2. The probable duration of the condition.
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.

In addition, for purposes of leave to care for a child, spouse, or parent, the certificate should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of leave for an employee's illness, the certificate must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

12. Jury Leave - A regular full-time employee who has completed his/her probationary period and who is on the active payroll who is required to perform jury duty will, for a period not to exceed thirty consecutive days, be reimbursed the difference between his/her hourly rate of pay for necessary working time lost because of such duty, and the amount of compensation paid to him/her for his/her services as a juror. Provided, however, that no such payment shall be made to an employee for such jury duty for any time which, in accordance with his/her work schedule, he/she would not have worked for the Library. In order to be eligible, the employee must also:

- a) Immediately notify the Director of the receipt of summons for jury duty.
- b) Be available for work on the last scheduled workday before and the first scheduled workday after the period of jury duty.

- c) Furnish the Library with proper evidence of the number of days and hours and the amount of his/her compensation for jury duty.
- d) Be available for work for the remainder of any day after release from required jury duty.
- e) Time paid for herein shall not count toward the computation of overtime, nor shall it be considered as time worked or paid for within the meaning of any provision of this policy.

13. **Military Leave** - The Library agrees to grant Military Leave in accordance with applicable state and federal law.

Salary

The salary of the Library employee, as that of a person of any profession, shall be based on ability and increases shall also be based on the growth of the employee's work. The Board of Trustees may recognize outstanding ability and growth by granting increases beyond those noted in the library's position and pay plan and conversely is not obligated to grant increases when services rendered are not up to standards. Cost of living increases should also be considered.

Regular salaries and wages are established to be as close as possible to other professional and non-professional positions in the community. The Library Board of Trustees will attempt to follow the lead of the City in regard to amount of salary increases. Salaries and wages will be reviewed annually during budget preparation.

Grievance Procedure

1. **Purpose** - The purpose of this section is to insure smooth communication throughout the Library organization. The grievance procedure will provide a means for an employee to question or object to a ruling or interpretation of the policies and procedures in this policy or any departmental policy. It is not intended to infringe on the rights of the Library management to implement rules or take the appropriate disciplinary action against an employee.

2. **Procedure** - An employee should first consult with his immediate supervisor concerning the issue that is of concern to the employee. The employee may discuss a personal problem with the Library Director during working hours only after first consulting the employee's Department Head.

- a) An employee with a grievance shall first submit the written grievance specifically setting forth the problem to the Director within ten (10) days of the occurrence giving rise to the grievance. The Director shall meet with the employee within seven (7) days of written notification and will give a written answer to the employee within seven (7) days of the meeting.
- b) If the employee wishes to appeal the Director's decision, the employee may present the written grievance to the Personnel Committee within seven (7) days after having been notified of the Director's decision. The Personnel Committee shall then consult with the Director and employee and notify the employee of their decision and the reason for that decision in writing ten (10) days after receiving the grievance.
- c) If after seven (7) days of receipt of the Personnel Committee's written response, the employee is still not satisfied, he or she may submit a written request to appear before the Library Board. The Library Board of Trustees will meet with the employee within thirty-one (31) calendar days from receipt of the appeal and make a final determination as to the grievance. The Library Board shall keep a record of their meeting and the final action by them shall be in writing to the employee with a copy to the Director.

Resignation

The Director is required to give two (2) weeks written notice of intention to resign to the Board of Trustees. All other employees are required to give two (2) weeks written notice to the Director.

Break Periods

Employees working periods as long as four (4) hours at a stretch are allowed a fifteen (15) minute break toward the middle of such a period. This time may not be used to shorten working hours.

Professional Development

Whenever possible, employees will be authorized to be absent from duty for the purpose of attending meetings, conferences, or conventions of professional or technical organizations. Time off with pay, dues, travel expenses, meals and registration fees will be allowed. Official leave may be granted for educational purposes to attend special courses when attendance at such is in the interest of the library.

Policy Against Sexual Harassment

Sexual harassment in the work place is a form of illegal and unacceptable sex-based discrimination. The Algona Public Library prohibits sexual harassment of its employees in the work place by any person and in any form. Sexual harassment will not be tolerated and is cause of severe disciplinary action or termination.

Personnel Policy Glossary

Calendar Year - January 1 through December 31.

Fiscal Year - July 1 of a calendar year through June 30 of the next calendar year.

Date of Employment - The date on which an employee begins service with the Library. If an individual is reemployed, only the date of his/her current employment shall serve as the official date of employment for all personnel transactions.

Demotion - The change of an employee to a position of lesser responsibility that may result in lower compensation.

Dismissal - The permanent involuntary separation of an employee from his or her position.

Grievance - A question or objection to a ruling or interpretation of the policies and procedures in this manual, or any department policy.

His - refers to his or hers as Hers refers to hers or his.

Probationary Period - A working test period of six months, during which an employee is required to demonstrate his/her fitness for the duties of the position.

Regular full-time employee - an employee scheduled to work forty (40) or more hours a week on a regular basis.

Regular part-time employee - an employee scheduled to work twenty (20) or more hours a week, but less than forty (40) hours a week on a regular basis.

Part-time employee - an employee who works less than twenty (20) hours a week.

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