

1.1 Purpose

The purpose of this document is to set forth the policies by which personnel-related decisions made by either supervisor or employee are to be guided and to express mutual expectations for conduct in the workplace. The library's ability to manage and provide public services with efficiency and effectiveness is dependent upon the capability and performance of its employees. The library strives to provide a good working environment, emphasizing individual achievement, open communication, and sensitivity to employee needs.

The Gibson Memorial Library supports the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) and serves the community as a center for information by assembling, preserving and administering books and related materials.

The library's mission is:

The Gibson Memorial Library provides a welcoming place to meet and gather, offering staff skilled in providing access to the collection of materials and electronic resources to satisfy recreational and lifelong learning needs.

The Matilda J. Gibson Memorial Library, and all its employees, will follow the City of Creston Employee handbook in addition to this policy. The City Handbook is the default for all library employees as city employees. The Library Board of Trustees, adopts the provisions of the City of Creston Employee Handbook, with those exceptions or differences noted below. It is understood that the Library Board is the sole policy-making body for the library.

1.2 Administration

These policies generally cover all Library employees; however, temporary/hour-pay employees and part-time library workers may not be covered by all provisions depending on the terms of the position provided by the City of Creston. Questions of interpretation should be addressed to the Library Director, who shall be responsible for final interpretation and application of these policies.

1.3 Recruitment and Hiring

- 1.3.1** General Policy - It is the policy of the library to provide equal employment opportunities for all employees, or potential Library employees, regardless of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, except where age, sex or physical ability constitute a bona fide occupational qualification necessary for job performance. This extends to all areas of personnel administration and shall be consistent with all protections afforded by applicable federal and state standards. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.
- 1.3.2** Harassment – The Library is committed to providing a work environment free of harassment. Harassment may take many forms, including behaviors that are overt or subtle. Harassment may

occur between or among members of the same or opposite sex, employees and the public, coworkers, or subordinates and supervisors. Harassing behavior, whether of a sexual nature or not, has the effect of creating a hostile or offensive work environment and is prohibited behavior.

1.3.3 Applications, Resumes and Cover Letters

Applications, resumes, and cover letters are accepted as positions become available. Applicants are encouraged to file for specific openings. All applications will be held on file for (5) five years.

1.3.4 Advertising

Openings will be advertised as necessary. Jobs will remain posted until the position is filled, or the application period ends.

1.3.5 Job Descriptions

The purpose of job descriptions is to establish clear communication between the Library and Library employees to ensure they have the same perception of their duties, authorities, and responsibilities. The job description also serves as a tool for measuring the performance of a particular job. Job descriptions also provide the basis for performance evaluation and subsequent wage/salary review. Each employee is responsible for carefully reviewing his or her specific job description, understanding what is required of the job and agreeing to do the job as outlined. Job descriptions may need to be updated periodically. If an employee feels their job description needs updated, they must speak with the Director.

1.3.6 Interviewing

All applicants on file will be reviewed for job openings. Candidates will be selected and interviewed based on their qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed, but not selected, will be notified of the library's decision.

1.3.7 Hiring

The Director will be interviewed and hired by the Library Board of Trustees.

The Director, or their designee, will hire all other employees. After the job offer has been approved, each new employee will be informed in writing/e-mail or by phone of the exact time and nature of their appointment, including:

- Starting salary/hourly wage
- Orientation and on-boarding date
- Date for evaluations
- Any other special arrangements or requirements made by the City of Creston for the employee (physical, drug test, background check, etc.)

This letter of job offer will be placed in the employee's personnel file along with all other documents provided upon the job offer including application, resume, cover letter and references

1.3.8 Continuing Education

All staff must become certified and/or endorsed by the State Library of Iowa within two years of employment and must retain that certification/endorsement while employed at Gibson Memorial Library.

1.3.9 Background Check

All background checks for City Employees will be completed by the City Administrator or the City of Creston.

1.3.10 Resignation

All staff resignations will be addressed to the Director in writing. The Director's written resignation should give thirty (30) days-notice. The Assistant is asked to give thirty (30) days - notice and other staff members are asked to give two weeks-notice.

1.3.11 Initiating Payroll

After an employee has been hired, the City Clerk will send a packet to the employee which contains:

- W-4 (Federal withholding authorization) and State Withholding forms
- I-9 (Employment Eligibility Verification Form)
- Applicable Benefit Forms (Insurance, I-Pers, etc.)
- Direct Deposit Information

These documents should be returned to the City Clerk along with a copy of supporting documentation required for the I-9 form. No paycheck will be issued until documentation has been returned to the City Clerk. All employees are considered "at will". The Employee may terminate their employment at any time and the library may do the same.

1.4 Bereavement

The library is sympathetic to the needs of employees and the families of employees when there is a loss of a loved one. The library provides bereavement leave to allow employees to attend to the legal, financial, and emotional needs of their families in the event of such loss.

- **Eligibility**
 - All staff is eligible for bereavement leave upon the death of an immediate family member. Full-time and part-time staff will be compensated for regularly scheduled work hours. Immediate family is defined as a: spouse or significant other, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also be approved on a case-by-case scenario by the Director without setting precedent.
- **Length of Leave**
 - Bereavement leave is granted for no more than three (3) day per occurrence. If additional time is necessary, the employee may elect to use vacation, personal or sick leave (if applicable) with the approval of the Director.
- **Notification**
 - Employees taking bereavement leave will notify the Director as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the leave and other appropriate information. In no case will bereavement leave begin before the Director is notified.

1.5 Leave of absence

Limited leave without pay authorized by the Director will not be more than 10 working days per year. Long term leave without pay up-to 90 calendar days which must be approved by the Director who then recommends it to the Library Board of Trustees for authorization. All library employees must use good judgement when planning personal leave or vacation. The Director will assign a person or persons qualified to continue library operation in the absence of the Director.

1.6 Employee Benefits, Vacation and Sick Leave

Please refer to the City of Creston, Iowa Employee Handbook for reference regarding Employee Benefits. Eligibility of benefits for the Matilda J. Gibson Memorial library staff will always be determined by the personnel policies of the City of Creston for City Employees.

1.7 Holidays

The library will be closed for the following holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Two days at Christmas. Because all full-time City employees are entitled to ten paid holidays, each full-time staff member is entitled to three (3) personal leaves which may be used at any time with permission from the Director. Benefits and leaves for full-time Library employees will be the same as all full-time City employees.

1.8 Performance appraisals

The purpose of performance appraisals is to ensure that the employee is satisfied in their work and suitable for the position. The performance appraisal is a time to discuss work demands and job responsibilities, to review policies and procedures, and to address deficiencies that are noted.

- **Introductory Period** – All employees have an introductory period for the first 182.5 days (6 months) of employment. Introductory periods are used to determine the suitability of an employee to a position. At the end of the introductory period, each employee will be evaluated by their supervisor. Introductory evaluations follow the same format as used for annual evaluations. Upon promotion, or transfer involving substantial change in job responsibilities, an employee will enter a new introductory period.
- **Annual evaluations** – All employees will be evaluated each year in the month of August by their immediate supervisor (library director), except for the Director who will be evaluated by the Board of Trustees every Autumn. Annual evaluations are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for the supervisor to meet individually with their employees to provide praise and appreciation of the employee's accomplishments. Both employee and supervisor will sign evaluation documents. Employee's may access or obtain a copy of their evaluation forms. Evaluation forms are maintained in the employee's personnel file at the library.
- **Challenging Annual Evaluations** – Following the evaluation discussions, the employee will have three (3) days in which to challenge the evaluation. All challenges must be in writing. All challenges should be delivered to the Library Director in a sealed envelope. The unopened challenge will be delivered by the Library Director to the President of the Library Board of Trustees. After a challenge has been received, a conference will be held with the Library Director, the employee, and the President of the Board of Trustees (or the Board's appointed Designee), who will review the challenged and act as a mediator for settlement. The challenge and any other supporting documents (including the President's/Trustees and Library Director's response) will become party of the employee's personnel file.
- **Progressive disciplinary policy** – The purpose of progressive discipline is to provide an opportunity for an employee to correct their behavior by providing for more serious consequences in the situations where an employee chooses not to correct their behavior. The seriousness of each offense shall be judged on its own merits and discipline assigned accordingly. Forms of action:

- **1 – spoken reprimand** – the director shall issue a spoken reprimand to notify the that his/her performance or behavior is unacceptable and advise the employee of the expected levels of performance. The director shall make a written record of the verbal warning.
- **2 – written reprimand** – In the case of a more serious offense, or where an employee’s performance or conduct has not improved because of one or more spoken reprimands, the director shall issue a written reprimand. The written reprimand notifies the employees that his/her performance or conduct is unacceptable. It documents the specific acts or omissions upon which the reprimand is based and the expected corrective action.
- **3 – second written reprimand** – A second written reprimand may result in suspension – a temporary layoff from work without pay, emphasizing the seriousness of a continued lack of improvement or the gravity of a first-time offense. Suspensions will not exceed thirty calendar days.
- **4 – termination** – Upon a third written reprimand, or with just cause, the director may discharge an employee at any point in the disciplinary process.

1.9 Breaks

Full-time staff are given two breaks per eight (8) hour workday and a one (1) hour unpaid meal break. Employees can take 1 (one) 15-minute break for every 4 – 6 consecutive hours worked (this is considered paid time) and a 30-minute (unpaid) break for more than 6 consecutive hours worked. Federal law does not require lunch or coffee breaks. Source: [U.S. Department of Labor](https://www.dol.gov/general/topic/workhours/breaks). (<https://www.dol.gov/general/topic/workhours/breaks>)

Iowa has no laws mandating meal breaks for adults. An employer does not have to pay you for a break during which you are completely relieved of your job duties. Your employer can require you to stay on the business premises during your break. Source: [Iowa Division of Labor](https://www.iowadivisionoflabor.gov/wage-frequently-asked-questions#:~:text=Iowa%20has%20no%20laws%20mandating,relieved%20of%20your%20job%20duties.&text=Minors%20younger%20than%2016%20must,or%20more%20in%20a%20day.). (<https://www.iowadivisionoflabor.gov/wage-frequently-asked-questions#:~:text=Iowa%20has%20no%20laws%20mandating,relieved%20of%20your%20job%20duties.&text=Minors%20younger%20than%2016%20must,or%20more%20in%20a%20day.>)

1.10 Library Staff Conduct

The purpose of library staff conduct is to ensure employees hold themselves accountable for their attendance, punctuality, absences, and professional appearance.

- **Absences** – Library staff who are unable to work, must notify the Library Director as soon as possible. This allows the operations of the library to continue uninterrupted and provides better service to patrons and the community. This also allows time to find replacements for shifts and re-arrange programming, classes, author visits or story times that might be scheduled for that day. Library staff who are absent more than 3 (three) days for unconfirmed illness may be required to submit a physician’s note. Staff may miss no more than 10 (ten) days in a calendar year. Library staff who do not notify the Library Director for three (3) consecutive days of their absence will be assumed to have voluntarily terminated his or her employment and will be terminated as if the employee had resigned from their position and the City of Creston will be notified.

- **Attendance and Punctuality** – To maintain a safe and productive work environment, the library expects employees to be reliable and be punctual in reporting for scheduled work. Dependability and diligent attendance are required for library employment. Staff should be at their workstations ready for work by the indicated time they are to arrive at the library. If a shift-change is requested, the employee requesting the change must find a replacement. The employee requesting the change, their replacement and the Director must all initial the main staffing calendar. No shift change can occur without proper authorization from the Director. Notice of changes to the schedule should be made at least 24 – 48 hours in advance. Excessive absences, tardiness or leaving early will be grounds for disciplinary action, up to and including, termination of employment.
- **Professional appearance** – A professional appearance is important. Gibson Memorial Library employees are expected to be suitably attired and groomed during working hours or when representing the library. A neat, tasteful appearance contributes to the positive impression the employee makes with library patrons. For all employees, professional appearance means that the organization expects the employee to maintain good hygiene and grooming. Staff are required to wear business casual attire Monday through Thursday and may wear casual clothing on Friday or Saturday. The Director reserves the right to always determine appropriate dress and may send employees home to change clothes should it be determined their dress is inappropriate. All staff are required to wear staff identification badges while on duty.
- **Telephone use** – The Gibson Memorial Library provides telephones to employees for use in their job duties. Personal usage during business hours is discouraged except in emergencies. All personal telephone calls should be kept brief to avoid congestion on the phone line and to facilitate employee efficiency.

Adopted: September 13, 2021 (This policy supersedes previous versions dated before September 2021).

Revised: 1/1995, 12/1999, 1/2001, 3/2004, 3/2007, 4/2010, and 01/2013