

Modale Public Library

Personnel Policy

The Library Board of Trustees are responsible for:

- Employment of the Library Director
- Reviewing and approving library policies
- Approving the annual salary schedule, including adjustments for excellence for Director
- 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 and assigning 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

Hiring

The Modale Public Library will advertise in the local newspaper and on the State Library of Iowa's Job List website.

Library Revisions of City Personnel Manual for Library Staff

Hours of Work and Payroll Practices Hours of Work

- Regular full-time employees normally work eight (8) hours per day and forty (40) hours per week. *As of January 2024, the Modale Public Library does not have the funding for any full-time positions.*
- Weekly schedules for permanent and seasonal part-time (more than 10 hours, less than 40 hours/week) employees will be established by the Library Director. *As of January 2024, the Modale Public Library does not have any part-time and/or seasonal part-time. The Modale Public Library Director is the only employee, part-time status.*
- Daily and weekly work schedules may be changed at the discretion of the Director to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.
- Employees are entitled to one 15-minute break for every four hours worked. Employees working over five hours will also receive a half-hour lunch break. Employees are responsible for taking their respective breaks at a time that works into workflow for the day.

Pay Periods

- The payroll month shall begin on the day after the Board of Trustees monthly meeting and end on the day of the following month's Board of Trustees monthly meeting. The Board of Trustees monthly meeting shall be held on the last Tuesday of each month.

- All employees are paid by direct deposit at the end of a pay period.

- All required deductions, including those for state and federal taxes, retirement programs, and all authorized voluntary deductions will be automatically withheld from your paycheck.

Vacations Eligibility *As of January 2024, there is no vacation policy for the Modale Public Library.*

Sick Leave Eligibility and Accrual *As of January 2024, there is no vacation policy for the Modale Public Library.*

Holidays

The library will observe the following holidays:

New Year's Day

Labor Day

Christmas Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Eve Day

Weather Related Guidelines

If weather conditions threaten the safety of the patrons and staff, the decision to temporarily close the Modale Public Library shall be made by the director. Upon closing the library, the Board of Trustees shall be notified. The Modale Public Library will follow the West Harrison Community School weather cancelling schedule. Therefore, if West Harrison Community Schools closes early or cancels school, the Modale Public Library will also be closed.

Severe Thunderstorms/Tornadoes

If the weather threatens a tornado or severe weather, gather all patrons and proceed to the restroom until threat passes.

Staff Education and Development Advanced and Continuing Education

All staff are encouraged to further educate themselves. Employees taking college courses or continuing education courses to improve their library skills will be given consideration to try and arrange work schedules to accommodate the class schedule. Course fees and pay will be granted for the pre-approved time spent at state, district and national library meetings or seminars. The Board of Trustees will approve who may attend such seminars and meetings. Travel time to and from this pre-approved time will also be paid.

Other Course Work

Other courses and workshop fees reimbursement is available to staff with prior approval of the Board of Trustees. The amount of that reimbursement will be determined by such factors as: the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.

Business Travel Expenses

The Modale Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Board of Trustees for reimbursement purposes. Personal vehicles may be used and will be reimbursed for mileage. When

approved, the actual costs of travel, meals, and lodging will be reimbursed. *As of January 2024, the mileage reimbursement rate is \$0.65 per mile.*

Discipline

If the performance, work habits, attitude, or demeanor become unsatisfactory in the judgment of the Board of Trustees and the City of Modale, you will be subject to disciplinary action, up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that the Board of Trustees and the City of Modale believes will respond to corrective discipline will normally be handles as follows:

1. Verbal warning.
2. Written warning
3. Suspension
4. Termination

Personnel Files

The library considers personnel files to be library property generated for purposes of conducting business operations. Access to these files and the information contained in them is generally limited to the employee, appropriate administrative personnel and third parties authorized in writing by the employee. The file information related to education, employment and job performance will be maintained in these files. Confidential medical records and benefits information are maintained separately from an employee's personnel file. Library employees are permitted access to their personnel files. Employees are permitted to examine, take notes, and make copies of any materials in their file. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof and will be permitted to place a concise statement of disagreement in the file. Employees are encouraged to keep their personnel files up to date with all job-related information such as degrees obtained, seminars attended, and certificates of completion.

Medical Files

Employee medical records are personal and confidential and will be maintained in a separate medical file. Medical files are subject to the privacy restrictions imposed by the HIPAA 1996.

Public Information

The following employee information is classified as "Public Information" under Section 22.7 (11) of the Iowa Code and will, upon request, be provided to any individual or institution by the library:

- Employee name
- Employee compensation
- Employee hire date and separation date
- Positions held with the library
- Education institutions attended and degrees and/or diplomas earned
- Previous employment information including names of previous employers, positions previously held, and dates of previous employment
- The fact that an employee was discharged because of final disciplinary action.

Reviewed January 2024