

# Murphy Helwig Library Personnel Policies

## DEFINITIONS

As used herein, the term *Library* shall mean the Murphy Helwig Library.

*Board* shall mean the Murphy Helwig Library Board of Trustees.

*Personnel Rules* shall mean the Murphy Helwig Library Personnel Rules and Regulations.

*Director* shall mean the person appointed by the Board to serve in the office of Director for the Library.

## PURPOSE, AUTHORITY, AND SCOPE

- A. Purpose. The Board has adopted these Personnel Rules on behalf of the Library for the purpose of establishing a set of published terms and conditions of employment for all Library employees.

All employees are bound by these Rules and Regulations.

The terms and conditions as provided herein are meant to follow as closely as legally applicable or practically feasible, those established by the City for other city employees.

- B. Authority and Scope. These Personnel Rules have been duly adopted by resolution of the Board under and by virtue of authority as provided in the Library Enabling Ordinance, City Personnel Ordinance, the City Personnel Rules and Regulations, and have been made applicable to all employees of the Library as well as both full and part time employees. They are not intended, however, to apply to independent contractors, volunteers or any other agents who may provide or donate services to the Library.

## NON-DISCRIMINATION

As provided in federal and state law, no appointment, recruitment, training, discipline, promotion, termination, or any other aspect of personnel administration for any position with the Library shall be affected or influenced in any manner by any consideration of race, creed, sex, age, national origin or physical or mental disability except where specific occupational qualities are demonstrably necessary for proper and efficient operation and administration of a job.

## MANAGEMENT OF OPERATIONS

The Library Director shall have in addition to all powers, duties and rights established by constitutional provision, statute, ordinance, charter or special act, the exclusive power, duty and the right to:

- A. Direct the work of Library employees.
- B. Hire, promote, demote, transfer, assign and retain employees in positions within the Library.
- C. Suspend or discharge employees for proper cause.
- D. Maintain the efficiency of governmental operations.
- E. Relieve employees from duty because of lack of work or for other legitimate reasons.
- F. Determine and implement methods, means, assignments and personnel by which the Library's operations are to be conducted.
- G. Take actions as may be necessary to carry out the mission of the Library.
- H. Initiate, prepare, approve, present, and administer its budget.
- I. Exercise all powers and duties granted to the Library by law.
- J. Assign other staff to act on the director's behalf.

## SPECIAL CONFERENCES

Employees are encouraged to proceed through the Director to obtain information or discuss a personnel policy. An employee is also welcome to meet with the Director to review personal problems that may affect work.

The Director is encouraged to obtain information or discuss a personnel policy with the Personnel and Policies Committee of the Library Board. The Director is welcome to meet with the Personnel and Policies Committee to review personal problems that may affect work.

The Library will review questions with the appropriate City officials when the application or understanding of these provisions needs clarification.

## ATTENDANCE

- A. Normal workweek.
  - 1. A normal workweek for a part-time employee is that which is determined by the Director and posted on the work schedule.
- B. Work schedule change. When required by operating needs, the Director may change the work schedule.
- C. Expectation. Unless on an approved leave, an employee is expected to be at work as scheduled, ready to work at the scheduled time and to observe the working hours established by the Director.
- D. Tardiness. In the event of an isolated instance, the actual time shall be recorded on the time sheet and the makeup of the time shall be specifically recorded. Habitual tardiness may be cause for dismissal.
- E. Emergencies. An employee unable to report to work at the established time shall notify Director within thirty (30) minutes unless mitigating circumstances make notification impossible. Failure to provide such notification may, at the option of the Director, result in loss of pay for that day or a portion thereof.
- F. Absences. Arrangements for absences, except sick leave, must be made in advance with the Director and the substituting employee.
- G. Substitute. Except in case of emergency, the employee shall attempt to find a substitute for hours the Library is open. The employee shall notify the Director and post the name of the substitute on the schedule. Substitutes shall be sought from the provided list of substitutes. Substitutes shall generally not be requested for periods of less than two (2) hours. Requests must be approved by the Director. Requests that are not filled shall be referred to the Director. Director may assign a substitute, suggest alternate arrangements, or deny the change. The person originally scheduled for the hours shall remain responsible for the hours if no substitute or other arrangement can be made, except in case of verified sick leave. Every part time employee is expected to participate in trades and substitutions on a reasonably equal basis.
- H. Breaks. An employee may take a break of fifteen (15) minutes near the middle of each half of their workday. The break shall be according to the schedule established by the Director. Any three hour or more assignment will receive one (1) fifteen (15) minute break. If there is only one (1) person on duty breaks are taken with the understanding that interruptions may be necessary.

## PROBATON

- A. Length. A new employee shall serve a probationary period of twelve months.
- B. Termination. Termination of an employee during or at the conclusion of the probationary period shall be final and without right of appeal.

## TERMINATION

An employee shall be terminated for the following reasons:

- A. Resigns or retires.
- B. Is discharged for cause which shall include but shall not be limited to the following:

- Willful or negligent failure to carry out assigned duties and tasks.
  - Abusive conduct toward Library patrons.
  - Failure to comply with Personnel Rules and/or to comply with agreed probationary or discretionary terms and conditions.
  - Theft or misuse of Library property or equipment.
  - Engaging in actions as described under Prohibited Actions.
- C. Is absent for three (3) scheduled working days without notifying the Library. The Director may make exceptions.
- D. Does not return from an unpaid leave of absence.
- E. Is separated upon settlement covering total disability.
- F. Is separated for disability when unable to perform the required duties of the position because of physical or mental impairment. Attempts will be made to make reasonable accommodations and if such cannot be made or are not feasible, the employee will be transferred to a vacant position, if one exists, provided the employee is qualified for that position.

## DISCIPLINE

- A. Levels. Discipline shall consist of the following levels:
1. Oral reprimand. An official warning to an employee from employee's immediate supervisor that certain conduct or performance is unacceptable, a written notation of which shall be maintained in the employee's personnel file.
  2. Written reprimand. A written warning to an employee regarding the employee's conduct or unsatisfactory performance, a copy of which shall be included in the employee's personnel file.
  3. Suspension. An employee is not permitted to report for work for a specific period of time and does not receive pay for that time.
  4. Termination. An employee is involuntarily separated from employment.
- B. Start. Disciplinary action may start at any level and the application of multiple levels is possible when the seriousness of the incident warrants such discipline.
- C. Cause. An employee may be disciplined for violating provisions of these rules and regulations, administrative regulations established by the Director, or the established standards of the library profession.
- D. Written notice. Suspensions, loss of time off, and termination notice to the employee shall be in writing and shall generally state the reason(s) for the action.

## PERFORMANCE EVALUATION

- A. The performance of each employee shall be evaluated once each year in the anniversary date month after the probationary period is completed. Employees in a probationary period shall be additionally evaluated, at least, at the end of the first month, first three months, at the end of six months and more often as determined by the Board.
- B. The performance evaluation shall be conducted in writing by the Director or, in the case of the Director, by the Personnel and Policies Committee, reviewed with and signed by the employee, and placed in the employee's personnel file.

## PAID-TIME-OFF BENEFITS

- A. Leaving Work
1. For illness or injury during the regular work shift of the employee, the employee may request to be excused from work for the remainder of the day's schedule.

2. Should the Director consider that the continued presence of an employee constitutes a health hazard to the employee, to other employees, or to patrons, the Director may require that the employee leave for the remainder of the day's schedule.
  3. Accumulated paid-time-off benefits, if any, may be used for that portion of the regular work shift not worked by the employee.
- B. Termination. Upon termination of employment, for whatever reason, paid-time-off benefits shall be forfeited.
  - C. Suspected abuse. In the event the Library suspects that an employee is abusing paid-time-off benefits, the Library shall have the right to demand verification.
  - D. Abuse. If the Library determines that an employee is abusing the paid-time-off benefits, the Library shall have the right to take appropriate disciplinary action.
  - E. Doctor's release. For an employee's injury and/or extended illness or medical treatment, a doctor's release to return to work may be required at the discretion of the Director or the Board.

## HOLIDAY BENEFITS

- A. The following days are recognized as designated holidays:
  1. New Year's Day
  2. Good Friday (switch from 1-5 to 9-1)
  3. Memorial Day
  4. Independence Day
  5. Labor Day
  6. Veteran's Day
  7. Thanksgiving Eve Day at 6:00 p.m.
  8. Thanksgiving Day
  9. Christmas Eve Day
  10. Christmas Day
  11. New Year's Eve Day
- B. The Library shall be closed for the above-named holidays if the holidays fall on days when the Library is normally open.
- C. The Library shall be closed the Monday following a holiday landing on Sunday. Holiday pay shall be received according to stipulations set forth in the Library Constitution.
- D. Holiday pay shall be received according to stipulations set forth in the Library Constitution.

## FAMILY LEAVE, MATERNITY AND PATERNITY LEAVE BENEFITS

- A. Leave without pay. Leave-without-pay may be granted for the period of maternity leave specified in state law that exceeds the employee's accumulated paid-time-off benefits.
- B. Paternity leave. Accumulated paid-time-off benefits and leave-without-pay may be requested for use around the time of the birth of an employee's child.

## JURY/CIVIL LEAVE

Employees will be paid their full salary during an absence mandated by jury duty. If an employee receives any compensation for this duty, they should present it to their manager as a temporary payroll adjustment, unless prohibited by law. Employees must present a copy of the Jury Summons to the Director.

## USE OF LIBRARY EQUIPMENT

Employees may use equipment available to the public under the same terms and conditions as those for the general public. Employees may not use equipment or tools belonging to the Library and not available to the general public for personal use. Employees may use the employee rate in paying for use of the copiers.

It is the responsibility of an employee to notify the Library of any prescription or over-the-counter drugs the employee may be taking that would affect or impair the employee's operation of any Library equipment.

## HOLDING AND CAMPAIGNING FOR PUBLIC OFFICE

Employees are prohibited from the following activities:

- A. Campaigning for public office during working hours. An employee who is a candidate for public office shall not, in any way or manner, campaign for the office during working hours as an employee of the Library.
- B. Conflict of interest. No employee shall hold a public office under the jurisdiction of the city that in any way would constitute a conflict of interest between the office and the employee's active employment with the Library.

## PROHIBITED ACTIONS

- A. No alcoholic beverages or controlled substances shall be stored or consumed on or at any buildings, facilities, or land owned, leased and/or operated by the Library. No alcoholic beverages or controlled substances shall be consumed by library employees while on duty for the Library.

Library employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Library. Should an employee(s) violate the above policy, the employee will be referred to an appropriate agency for substance abuse counseling and rehabilitation. A violation of the above policy will result in immediate suspension and/or termination from employment.

An employee shall notify the Library in writing of the employee's conviction for a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction. The Library will provide notice, including position title, to the Director, Office of Federal Assistance, HCHB Room 6204, Washington D.C. 20230 and to the Library Board.

- B. No employee shall, directly or indirectly, solicit, accept or receive any gift having a value of three (3) dollars or more in any one occurrence, in accordance with the Code of Iowa (1993). No employee shall accept money or gifts for an act, which the employee would be required, or is expected, to render in the course of the employee's regular duties as a library employee.
- C. Sexual harassment. Sexual harassment is deliberate or repeated unsolicited verbal or written comments, gestures, or physical contact of a sexual nature that is unwelcome. Unwelcome contact of this nature shall be reported to the Director or the Library Board immediately. Such contact will not be tolerated.

## RETIREMENT AGE AND MANDATORY RETIREMENT AGE.

- A. Retirement. Employees of the Library shall reach retirement age on the last workday of the month in which they shall obtain the age of seventy (70) years. Unless otherwise agreed between the Library and the employee, the employment relationship shall cease on that date.

- B. Mandatory retirement. Employees of the Library shall reach mandatory retirement age when they have worked the last workday of the month in which they obtain the age of seventy-five (75) years. In no event shall the Library, as a regular paid employee, retain an employee after such date.
- C. The employee and the Library shall have the option to agree to continue their employment relationship between the ages of seventy (70) and seventy-five (75) for the employee. Should the employee desire to continue employment with the library, the employee shall notify the library in writing no less than sixty (60) days prior to the date upon which the employee reaches the retirement age seventy (70). Upon approval of the Director and a majority of the members of the Library Board, such employment relationship may be continued from year to year thereafter until such time that the employee shall have reached the mandatory retirement age seventy-five (75). Annual renewal of the employment relationship shall be required and the procedure set forth in this paragraph shall be followed during each succeeding year.
- D. Employees who are not continued in their regular full-time or part time status by the Library may be eligible for employment by the Library until the age of seventy-five (75) on a reduced work schedule at the option of the Library.
- E. An employee must notify the library in writing of the employee's retirement date at least sixty (60) days in advance of the retirement date. Once the Library has been notified of such retirement date, it cannot be changed unless agreed upon by the Library. In cases where there is mutual agreement, the sixty (60) days notice requirement may be waived and a date less than sixty (60) days from the date of the notice may be agreed upon.
- F. Eligible employees shall be afforded coverage under the Iowa Public Employees Retirement System and the Social Security Program of the Federal Government as required by law. Contributions made on behalf of the library employees shall be made in order to implement this provision of these policies. Any contribution required by the employee to maintain coverage under either the Iowa Public Employees Retirement System or the Social Security Program of the Federal Government shall be deducted from the wages of the employee on a uniform payroll deduction program.

**DISCLAIMER**

**These policies are provided for informational purposes only. The Library Board without prior notice may revise these policies. When changes are made, you will receive a supplement or new personnel policies. Any promises, representations or actions by a library official that are contrary to these policies are not the official policy of the Library.**

**These personnel policies are not intended to create any contractual rights in favor of you or the Library. These policies are not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employment with the Library is at will (which means an employee may terminate his/her employment at any time and for any reason and the library may exercise the same right).**

I have read and understand all above policies and disclaimer.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved 1/28/2009 by the board of Trustees  
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