

**STATEMENT OF POLICY ON PERSONNEL AND PROCEDURE  
FOR THE  
BENNY GAMBAIANI PUBLIC LIBRARY**

**SECTION I. GENERAL**

The Library Board of Shell Rock, Iowa now adopts the following rules and regulations, which shall govern the general personnel policies of all employees of the library.

The purpose of such a policy shall be to provide uniformity in the hiring, firing, compensation, and other terms of employment for all library employees.

**SECTION II. DEFINITIONS OF EMPLOYEE STATUS**

The following definitions shall be used in this policy:

**LIBRARY DIRECTOR AND ASSISTANT DIRECTOR:**

These two positions are considered part-time and can work up to 29 hours per week. The Library Director and the Assistant Director are eligible for holidays, vacation, sickness & wellness, funeral, and casual days on a Pro-Rated Basis figured by the City Clerk. This figure will be based on actual hours worked the previous year from anniversary date to anniversary date to determine the percentage rate of benefit compensation.

**LIBRARY ASSISTANT:**

This position is considered part-time and can work up to 29 hours per week. The library assistant is not eligible for benefits.

**TEMPORARY:**

Any person who is hired on a short-term basis or on a seasonal basis (such as during the summer months). Temporary employees are not eligible for benefits.

**PROBATIONARY:**

An employee on a trial status during the initial period of employment. All newly hired employees are on probationary status, which extends for six (6) months from the date of hire. Probationary periods may be extended under special circumstances. Probationary employees with titles Library Director and Library Assistant Director are not eligible for benefits until probationary period has ended.

## SECTION III. BENEFITS

### A. Holidays (Pro-rated)

The Library Director and Assistant Director shall be entitled to take pro-rated holidays. Library approved holidays include the following:

- 1) New Year's Day
- 2) President's Day
- 3) Memorial Day
- 4) Independence Day
- 5) Labor Day
- 6) Veteran's Day
- 7) Thanksgiving Day
- 8) Day after Thanksgiving Day
- 9) Christmas Eve Day
- 10) Christmas Day

If paid holidays are on a Saturday or Sunday, the Library Board will designate whether the day off will be the Friday before or the Monday after the holiday to coincide with city holiday policy. Holidays pay will be pro-rated by the City Clerk.

*If holidays are on a Monday the Library Director and Assistant Director will put holiday hours on that Monday. However with the current library hours being closed on Monday, the Library Director and Assistant Director will be required to take a non- paid day off, due to the allotted 29 hours per week. They will not be allowed to take the same day off.*

### B. Vacation (Pro-rated)

The Library Director and Assistant Director shall be entitled to take pro-rated vacations based on the following years of service:

- 1 week after six (6) months-probation is successfully completed.
- 2 weeks after 1 year
- 3 weeks after 3 years
- 4 weeks after 15 years
- 5 weeks after 20 years

Vacations shall be credited to employees after the anniversary date of employment and shall be taken during the next 12-month period.

The Library Director must approve all vacations before they can be taken.

The Library Employee Relations Committee and/or Library Board will review all time off on a bi-annual basis. Vacation pay will be pro-rated by the City Clerk.

**C. Casual Days (Pro-rated)**

The Library Director and Assistant Director shall be granted pro-rated paid casual days based on a max of three (3) casual days for full-time employees.

Casual days shall be credited to employees after the anniversary date of employment and shall be taken during the next 12-month period. Casual pay will be pro-rated by the City Clerk.

**D. Funeral Leave (Pro-rated)**

The Library Director and Assistant Director shall be granted pro-rated paid funeral leave based on a max of three (3) days for full-time employees in the event of a death within the immediate family.

The Employee Relations Committee/Library Board shall be notified of such leave.

Immediate family is defined as: parents, spouse, children, stepchildren, brother, sister, stepbrother, stepsister, parents of spouse, grandparents, grandchildren. Funeral pay will be pro-rated by the City Clerk.

**E. Sickness and Wellness Leave (Pro-rated)**

The Library Director and Assistant Director shall be granted pro-rated paid sickness and wellness leave based on a max of ten (10) days per year for full-time employees. Such sick leave may accumulate to a maximum of 120 days.

If the employee is sick from work for three (3) consecutive days, they must present a Doctor's Excuse to qualify for sick leave benefits. Sickness and Wellness leave will be pro-rated by the City Clerk.

**F. Disability Leave**

The Library Board of Shell Rock, Iowa shall comply with the Americans with Disabilities Act (ADA). An employee is eligible for disability benefits only if the accident or condition leading to the disability is reported to the employee's immediate supervisor within twenty-four (24) hours of the

incident. An accident report must be filed with the City Clerk or immediate supervisor with the acquired documentation and photos as soon as possible.

### **G. Family and Medical Leave**

The Library Board of Shell Rock, Iowa shall comply with the Family and Medical Leave Act (FMLA), and all other applicable federal and state laws.

### **H. Personal Leave**

An employee may request unpaid personal leave, which may be granted at the discretion of the Library Board.

## **SECTION IV. PERSONNEL POLICIES & PROCEDURES**

### **A. Mileage**

Mileage for private vehicle use for approved library business will be paid according to City Council policy.

### **B. Continuing Education**

Employees attending Library Board approved meetings, classes, workshops, or continuing education for certification and operation of the library will be paid for the hours of attendance while adhering to the policy for maximum hours allowed per week. Social gatherings are excluded.

*In order for the library to receive funding from the State, and to keep the library's tier status the Library Director is required to have a Library Director Endorsement and every 3 years it will need to be renewed. If the Library Director/Assistant Director take any continuing education classes outside of normal library hours (ex: snow day) in order to be compensated for that time they used, they must show proof of class or classes taken. ( a print out or certification)*

### **C. Employee Conduct**

Employees have the right to know what is expected of them. Employees have the right to expect fair treatment and fair compensation from the library. In return, employees are expected to work diligently toward providing high levels of public service.

### **D. Grievances**

The Library Board of Shell Rock, Iowa will consider all grievances that may arise regarding hours and general working conditions with its employees in the following manner.

1. The grievance shall be reduced to writing and signed by the aggrieved employee and presented to the Library Employee Relations Committee within three (3) working days from the day on which act, or condition complained or occurred, or formal notification received. Within ten (10) working days of receipt of grievance, a decision made by the Library Employee Relations Committee will be presented to the aggrieved employee.
2. If the aggrieved employee is not satisfied with the written answer, within ten (10) days after receiving the answer in Step one (1), the Aggrieved employee may submit the grievance to the Library Board of Shell Rock and their decision shall be final.
3. If the aggrieved employee fails to proceed at any stage of the grievance procedure, within the prescribed limits, the complaint shall be deemed withdrawn. If the Library does not answer a grievance within the prescribed time limit, the employee may elect to treat the grievance denied at that stage and immediately appeal the grievance. The library and the employee may by mutual agreement extend the time requirements at any stage.

#### **E. Disciplinary Action**

Employees may receive a verbal and/or written notification for violations of this policy. For a workplace violation, the violation will be noted in the Employee's Personnel File by the Library Employee Relations Committee or the Library Board.

The employee shall receive a copy of the notification that is going in the file. If the person filing the complaint against the employee is on the Employee Relations Committee, then the Library Board President and the other person on the Library Employee Relations Committee will write the notification. The Library Board and City Council will receive a copy of the warning only if it is deemed necessary by the Library Employee Relations Committee. All the information involved is to remain strictly confidential. The Library Employee Relations Committee will remove notices from the employees' file after two (2) years. An accumulation of violations will result in the possible termination of employment or other disciplinary action as determined by the Library Board. The employee involved in this action has the right to a hearing in front of the full Library Board. City and State Laws will be followed to proceed with said hearing.

However, under certain circumstances as deemed appropriate and necessary by the Library Board, the Library Board may take other and more immediate action up to and including termination.

### **A. Library Closures**

*The Benny Gambaiani Public Library will remain diligent to keep the library open to serve the community. Building closures may be required for the safety of not only the community, but for the library staff as well. The library will not follow the same closings as Waverly-Shell Rock School district, but will take in consideration, and will monitor the weather through a reliable website (KWWL, The Weather Channel). The Library Director will also contact the Library Board President, and/or Board Members for a final decision.*

#### **Procedures:**

- *If the conditions are severe and the library doesn't open, the Director will be responsible for posting the closure on KWWL, the library website, and on the Facebook account. A decision will be made by 10 am.*
- *If it is determined to close the library for the day staff will not be paid for that day. Staff may use vacation/personal time to make up for the hours lost.*
- *If the Library Director and Assistant Director should decide to close the library early due to potential inclement weather, the staff will be paid for only the hours the library was open, and NOT for the full day.*

### **Tornadoes**

When potential weather arises, the Library Director & the Assistant Director will monitor the weather using a reliable website (KWWL, The Weather Channel). If a tornado watch (conditions are favorable for a tornado) or a warning (tornado has been sighted) the staff will follow the procedures below.

#### **Tornado Warning:**

In the event of a warning the staff should:

- Announce that a tornado warning has been issued and politely ask patrons to walk to the designated "Safe Area" –the library kitchen.
- Make sure all patrons are in the safe area.
- Staff should also have with them the Emergency Bag

#### **Tornado Watch:**

In the event of a tornado watch has been issued

- The staff will notify patrons in the library of the watch and will reassure them that they will be monitoring the situation through a reliable website (KWWL, The Weather Channel)

### **Power Outage:**

If there is a power outage, the library will use their emergency flashlight and usher any patrons safely out of the building. If there are no patrons in the library at the time of the outage library staff shall lock the front door with a sign explaining the closure. Without power patrons can get hurt within the library. Only library staff shall remain in the library. If the outage is predicted (by the electric company) to be out longer than two (2) hours, the library will close for the remainder of the day. The Library Director will post the closing on KWWL, and Facebook page. Staff will only be paid for the hours the library was open.

### **EMERGENCY CLOSING:**

If an emergency shall arise, the Library Director will contact board members about the emergency and discuss closing if the emergency should endanger anyone's personal well-being. Such emergencies that would be included, but not limited to: flooding, fire, vandalism, community health crisis, and/or any threatening situations.

### **B. Employee Exit**

1. Employees are encouraged to notify the Library Board at least 2 weeks before leaving employment.
2. Employees will be paid for any unused accrued vacation time.
3. Employees will not be paid for unused sick or casual days.
4. The Employee Relations Committee will conduct an exit interview when deemed necessary.

**SECTION V. POLICIES SUBJECT TO CHANGE**

The Library Board of Shell Rock continually reviews its personnel policies and employee benefits and reserves the right, in its sole discretion, to modify, supplement, amend, or delete any of the provisions contained in this Handbook or any employee benefits at this time. This Handbook does not represent the entire policies of the City of Shell Rock but is designed to give guidance to many essential Library Board of Shell Rock personnel policies. This policy, when changed, will be presented to the City Clerk and the Shell Rock City Council.

THE ABOVE POLICY is adopted on this \_\_\_\_ day of \_\_\_\_\_, by the Library Board of Shell Rock, Iowa, and shall be effective as of \_\_\_\_\_.

\_\_\_\_\_  
Library Board President

ATTEST:

\_\_\_\_\_  
Library Board Secretary

I hereby acknowledge that I received my Handbook describing the Library Board of Shell Rock policies contained herein and am always fully aware of my obligations to fully comply with the responsibilities that are imposed on me as a condition of employment.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Employee printed name