

Personnel Policy

Hawkins Memorial Library follows the information, rules and regulations encompassing most facets of employment as stated in the City of La Porte City Employee Handbook, except where noted. Exceptions to these regulations have been determined by the Hawkins Memorial Library Board of Trustees.

Any and all other items pertaining to personnel issues including, but not limited to wages, vacation, and disciplinary action will be handled according to the provisions set forth by the City of La Porte City Employee Handbook.

Order for the Channels of Responsibility

- The library director is directly responsible to the library board.
- All staff members are directly responsible to the library director. In case of a prolonged absence of the director, an assistant librarian will assume his/her duties.
- Any temporary help or volunteers will be directly responsible to the library director.
- The library board of trustees acts as an independent body. Upon request, the board will inform the city council of any matters especially desired by that body. The board will give the city council a copy of its meeting minutes each month.
- Any member of the staff can request a closed session with the board of trustees to discuss matters of an intensely personal nature, provided the matter meets criteria as set forth under chapter 21.5(c) of the Iowa code.

Evaluations

All library employees will be given a performance evaluation once a year, in October. Library staff will be evaluated by the library director and the director will be evaluated by the board of trustees. Employees will be given the opportunity to complete a self-evaluation at this time. The purpose of the evaluation is to identify strengths and weaknesses and to inform employees of their performance and progress.

Termination of Service

All staff resignations will be addressed to the library director in writing. In the case of the library director resignation, this will be addressed to the board of trustees. The library director as well as assistant librarians should give thirty days notice. Substitute librarians and the custodian should give two weeks notice.

Approved by the Board of Trustees in 2008

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