

Hawkins Memorial Library 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.

Equal Opportunity Employment Policy - The Library is committed to a policy of equal opportunity in employment to all employees and in hiring employees. Positions in the Library shall be open to all applicants who meet the qualifications established for the position without regard to age, race, creed, color, sex, national origin, religion or disability. It shall also be the policy of the Library to practice nondiscrimination procedures in dealing with all current employees in relation to all conditions of employment.

Hiring Procedure - All employment opportunities will be posted at City Hall or on the City website for a minimum of 7 (seven) days. The Library may also advertise for employment opportunities with the local newspaper and any other means they feel appropriate.

All applicants for employment with the Library shall file an application on a form provided by the City.

The Library Board is responsible for:

- Employment of the Library Director
- Reviewing and approving Library policies
- Approving the annual salary schedule
- 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

Employment Status - Types of Employee Status

Regular Full-Time - An employee will be considered full - time when they are employed for a normal workweek consisting of 40 hours or more.

Regular Part-Time - An employee will be considered part-time when they are employed for a normal workweek consisting of 39 hours or less. Part-time employees are paid hourly and may be entitled to vacation and sick leave benefits only.

Volunteer - A Library volunteer will abide by the policies and procedures of the Library as if they were a paid employee.

At-Will Employees - All Library employees are employees at-will. Therefore, although hired for a specific position with specified hours, pay, duties, etc., all of these can be reduced, increased or, in fact, terminated. Consequently, employees also have the right to terminate their employment in the same manner, at any time, for any reason, with or without cause. This lack of a guarantee or an employment contract applies to all benefits, privileges and working conditions of employment with the City of La Porte City.

Orientation Period – All new employees will have an orientation period. The orientation period is intended to be the time used to train and observe the employee. The typical time will be one month, although it may be more or less. The orientation period shall be regarded as part of the evaluation process. An employee may be terminated without the right of an appeal only if the reason is not unlawful. Any employee terminated within the orientation period will be given their termination notice in writing.

Probationary Period – Employees have a working test period of six months, during which an employee is required to demonstrate his fitness for the duties of the position.

Conduct - As a Library employee, you are responsible for assisting and serving the citizens of the community. Our citizens and the general public are our customers and it is our responsibility to continually improve for their sake and ours.

- Hours of work are scheduled to meet the requirements of the Library.
- Employees are to be at their place of duty ready for work at the time assigned.
- When an employee is unable to report to work on time, the Director should be notified as far in advance as possible, and always before the time the employee is to report to work.
- Regular employees are expected to work their assigned number of hours within the Library's defined workweek. If an employee fails to work those hours he/she may account for the missing hours with a Time off Request.

Breaks - Breaks or rest periods will be granted to employees. Said breaks will not exceed two 15-minute periods in an 8-hour shift. If an employee works longer than four (4) hours, an employee can take an unpaid meal period. The time when meal periods are scheduled will vary depending on the needs of the library. Employees are requested not to perform any work during regularly scheduled meal periods.

Employee Development - Because continued education is vital to effective Library service, the Library encourages its staff to seek additional training. Programs may include courses, seminars, workshops, demonstrations, assignment of reading matter, or other methods available to improve the effectiveness and broaden the knowledge of employees in the performance of their duties. Course fees, mileage, meals, lodging and staff time will be paid for by the Library, if needed and as approved in advance by the Board. Receipts will be required for reimbursement of expenses.

Employee Evaluation - Once each fiscal year, every Library employee shall be rated on his/her performance of the past year. The Library Director or Library Board of Trustees will conduct the evaluation. After one year of service all regular employees' pay raise evaluation dates change to July 1.

Termination of Employment – A written letter of resignation is expected at least two weeks prior to the employee's leaving.

Retirement of employees - Employees are expected to give as much notice as possible in writing to the Director of their intent to retire. Early retirement (before age 65) is possible under the Iowa Public Employees Retirement System.

Inclement Weather - The Library has an obligation to maintain regular hours whenever possible, and employees and volunteers should report to work unless otherwise notified. When either the Director or his/her designate judges that weather conditions threaten the safety of the public or staff, the Library will close.

Outside Employment - Employees may not engage in any outside occupation or business that might hinder their impartial or objective performance of their public duties. Outside work shall be regarded as secondary to regular City employment and shall not interfere with the availability of employees. No employee shall accept pay or compensation from anyone for the time during which the Library is compensating the employee.

Incompatible Activities - Any employment, activity, or enterprise which involves the use for private gain of either the library's time, facilities, equipment, supplies, prestige, or the influence of Library office or employment.

Political Activities - This section shall not be construed to prohibit any employee or group of employees, individually or collectively, from expressing opinions and convictions, or making statements and comments concerning their wages or other conditions of their employment.

- A person holding a Library position shall not, while performing official duties or while using Library equipment at the person's disposal by reason of the position, solicit in any manner, contributions for any political party or candidate or engage in any political activity during working hours that impairs the efficiency of the position or presence. A person shall not attempt to use any political endorsement in connection with any appointment to a Library position.
- A person who in any manner supervises a person holding a Library position shall not directly or indirectly solicit the person supervised to contribute money, anything of value, or service to a candidate seeking election, or a political party or candidate's political committee.

Appropriate Dress - Library employees on duty should present themselves in dress and grooming suited to the work that they perform.

Attitude - Keep a positive attitude about your job and the people you assist. Listen carefully to citizens' complaints, answer their questions accurately, and refer them to the proper official if you cannot help them. Make sure that a citizen gets an answer or some direction.

Smoking - No smoking in public buildings. If an employee smokes, the employee must do it outside and properly dispose of all smoking materials.

Gifts - Employees with specific questions on gifts should refer to Chapter 68B of the Code of Iowa. As a general rule, gifts are not allowed.

Personal Telephone Usage - The Library's telephones are for conducting necessary business of the Library. Long distance calls may be made only by personnel authorized by the Director and only for official Library business. Personal telephone calls by an employee are permitted. However, use to the point of interference with the performance of job duties may result in corrective action.

Personal Cell Phones – Employees are permitted to keep their personal cell phones with them during working hours. Personal cell phone use by an employee is permitted. However, use, including calls, texts, email and internet usage to the point of interference with the performance of job duties may result in corrective action.

Hiring of Relatives – The employment of qualified relatives of current employees is permitted as long as such employment does not, in the opinion of Library management, create actual or perceived conflicts of interest. If the employment or termination of a relative of a current Library employee is possible, this final decision to hire or fire must be made by the Library Board of Trustees.

Confidentiality of Information – It is the Library's policy to ensure public operations, activities and business affairs and those of our citizens are public to the greatest extent possible. If, during the course of their employment, employees acquire confidential or proprietary

information about Library patrons, such information is to be handled in strict confidence and not to be discussed with outside parties. Employees are also responsible for the internal security of such information. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.

Disciplinary Action

Behavior of Employees - The image of the Library is only as great as the image that the general public has of the Library's employees. The success of our organization depends upon the confidence and respect employees generate while at their jobs, representing the Library at a business function or in social gatherings. Any employee must be able to work with others, to comply with the rules and regulations of the Library, to adjust to change, and to promote the best interests of the Library. The key to success is the ability to do one's work well and the willingness to grow in ability and responsibility.

Many of the benefits gained by a sound and progressive recruitment and training program will be lost unless adequate provisions are made for disciplining or terminating employees when the best interests of the Library requires such action. When an employee's conduct is detrimental to the Library or the general welfare of a fellow employee, disciplinary action will be taken. Disciplinary action may be necessary because of, but not limited to, poor job performance, inefficiency, incompetence, failure to perform assigned duties, absence without leave, narcotics and/or alcohol abuse, negligence, violation of written City regulations or policies, violation of a safety rule, acceptance of personal gifts, misconduct (such as theft, falsification of records, assault, insubordination, fighting and defacement of property), excessive absenteeism, tardiness, and failure to report for or call in to work. However, disciplinary action shall never be taken on account of political considerations, personal bias or prejudice.

Forms of Disciplinary Action - A violation of any of the disciplinary rules hereinafter set forth or any other rules or policies set forth in this policy or the City Employee Handbook may result in disciplinary action, up to and including termination of employment. Depending upon the severity of the infraction, disciplinary action may be in any of the following forms:

- Oral Warning - Whenever employee performance becomes unsatisfactory, the supervisor shall inform the employee promptly and specifically of such lapse. The Director or Board shall note the time, date and the particularities of the offense, but none of this information will be placed in the employee's personnel file unless further action is necessary.
- Written Reprimand - If an oral warning has not resulted in the correction of the condition or if more severe initial action is warranted, a written reprimand shall be placed in the employees personnel file showing the time, date and offense. A copy of the written reprimand shall be delivered to the employee and signatures of both the

Director or Board and the employee should be on this document stating that the written reprimand was delivered and received by the employee. The City Clerk shall be notified at this point and a copy of the reprimand filed with the Clerk's office.

- Suspension - If one or more written reprimands has not proven to be effective, or if the seriousness of the event or conditions warrant it, an employee may be suspended without pay, at the discretion of the Director or Board, for up to thirty (30) days within any one calendar year.
- Dismissal - When other forms of disciplinary action have proven ineffective, or the seriousness of the event or condition warrants that the employee be dismissed rather than some other form of disciplinary action being taken, the Library Board may dismiss any employee. Any dismissal of an employee shall be by written order of the Library Board. The order shall give the reasons, be filed in the office of the City Clerk, and a copy shall be sent by certified mail to the person dismissed. Within thirty (30) days of the date of mailing the copy, the person dismissed may file a request with the City Clerk that he be granted a public hearing before the Library Board on all issues connected with the removal. The hearing may be closed at the employee's request, and shall be held within thirty (30) days of the date the request is filed, unless the person removed requests a later date. The decision of the Library Board shall be final. The Library Board shall keep a record of their meeting and the final action it takes shall be in writing to the employee with a copy to the City Clerk. The City reserves the right to terminate any employee for any reason or no reason with or without notice or cause.

Disciplinary Rules - Any infraction of the following rules may result in appropriate disciplinary action up to and including termination of employment. These infractions include but are not limited to:

- The employee has been convicted of a felony, or of a misdemeanor involving moral turpitude.
- The employee has willfully, wantonly, unreasonably, unnecessarily or through culpable negligence been guilty of brutality or cruelty to a person in custody.
- The employee has violated any of the provisions or regulations of this policy or the City manual or any procedure.
- The employee has been guilty of any conduct unbecoming an employee of the City, either on or off duty.
- The employee has violated any lawful official regulation or order, or failed to obey any proper direction made and given by the Director or Library Board.
- The employee has been under the influence of drugs or intoxicants while on duty, or used an alcoholic beverage or non-prescription drug during working hours.
- The employee has been guilty of insubordination or of disgraceful conduct, either on or off duty.
- The employee is offensive in his or her conduct or language in public, or towards the public, city officials, or employees, either on or off duty.
- The employee is incompetent, negligent, or inefficient in the performance of the duties of his or her position, or shows disregard for good work habits.

- The employee is careless or negligent with City monies or other property of the City.
- The employee has used or threatened to use, or attempted to use, personal or political influence in securing promotion, leave of absence, transfer, change in pay rate or character of work.
- The employee has induced, or attempted to induce, an officer or employee of the City to commit an unlawful act or to act in violation of any lawful department official regulation or order.
- The employee has taken, for his/her personal use from any person, any fee, gift, or other valuable thing in the course of his/her work or in connection with it, where such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- The employee has engaged in outside business activities or part-time employment on Library time, or has used Library property for such activity.
- The employee has failed to maintain a satisfactory attendance record (including abuse of sick leave).
- Employee involvement in any form of sexual harassment.
- The employee has lost his driver's license, chauffeur's license or commercial driver's license and said license is needed for the employee to perform his duties.
- The employee has unauthorized absences or abused his leave privileges.
- The employee committed an infraction of safety rules.
- The employee committed fraud, embezzlement, theft, falsified personnel or other records, or committed some other illegal act or allowed unauthorized third persons to use Library property or commit an illegal act.
- The employee smoked in unauthorized areas or slept on the job.
- The employee was involved in dangerous horseplay, scuffling, or the throwing of objects at any time.
- The employee abused or misused the City's property, tools, or equipment or the property of other employees in any manner.
- The employee is repeatedly reporting to work late or is absent without reasonable cause or fails to notify his supervisor of an illness or why he is arriving late.
- Failing to submit to alcohol and/or drug testing in compliance with the implied consent law found at Iowa Code § 321J.6, whether on- or off-duty.

This is not intended as a complete and exhaustive list of all misconduct or actions that could result in disciplinary action against an employee of the City. In addition, an employee may be terminated if, for budgetary or financial reasons, the City determines that an employee must be terminated. An employee may also be terminated if it would be in the best interests of the City to do so. Nothing in the foregoing list of offenses alters the at-will nature of employee's employment. The City retains the right to terminate employees for any reason or no reason with or without notice or cause and with or without applying the progressive disciplinary system set forth above.

Grievance Procedure - The purpose of this section is to insure smooth communication throughout the City organization. The grievance procedure will provide a means for an employee to question or object to a ruling or interpretation of the policies and procedures in the Handbook or any departmental policy. It is not intended to infringe on the rights of the City management to implement rules or take the appropriate disciplinary action against an employee.

Procedure - An employee should first consult with their supervisor concerning the issue that is of concern to the employee. The employee may discuss a personal problem with a Library Board Member at a time convenient for both parties after first consulting with the supervisor.

- An employee with a grievance shall first submit the written grievance specifically setting forth the problem to the supervisor and or the Mayor within ten (10) days of the occurrence-giving rise to the grievance. The supervisor/Mayor shall meet with the employee within seven (7) days of written notification and will give a written answer to the employee within seven (7) days of the meeting.
- If after seven (7) days of receipt of the supervisor's written response, the employee is still not satisfied, he or she may submit a written request to appear before the Library Board. The Library Board will meet with the employee within thirty-one (31) calendar days from receipt of the appeal and make a final determination as to the grievance. The Library Board shall keep a record of their meeting and the final action by the Library Board shall be in writing to the employee with a copy to the City Clerk.

Violence in the Workplace - Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the City or which occur on City property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved.
- All threats or acts of violence occurring off City premises involving someone who either is acting in the capacity of a representative of the City or is the target or victim of the threat or act of violence because of his/her status as an employee of the City.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy City property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

The City prohibition against threats and acts of violence applies to all persons involved in the City's operation, including but not limited to personnel, contract and temporary workers and anyone else on City property. Violations of this policy by any individual on City property will lead to disciplinary action, up to and including termination and/or in the case of non-employees legal action as appropriate.

Every employee is required to report incidents of threats or acts of physical violence of which he/she is aware. Such reports should be made to the employee's supervisor.

Harassment in the Workplace - The City of La Porte City believes that each individual employed by us has the right to be free from harassment because of age, color, creed, religion, national origin, disability, or sex. The City will not tolerate any type of harassment, whether sexual or otherwise, in the work place. Sexual harassment includes but is not necessarily limited to:

- requests for sexual favors;
- unwelcome physical contact;
- sexually explicit language or gestures;
- uninvited or unwanted sexual advances, including suggestive comments;
- sexual innuendos or sexually oriented "kidding" or "teasing";
- an offensive overall environment, including but not limited to the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories; and
- inappropriate and/or degrading comments based on gender

Sexual harassment can come from superiors, fellow employees, or customers. Men as well as women can be victims of sexual harassment. The City will not tolerate any form of harassment, whether based upon sex, race, age, color, creed, religion, national origin or disability. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, that creates an intimidating, hostile, or offensive working environment, or otherwise is harassing.

ANY EMPLOYEE WHO BELIEVES THERE HAS BEEN A VIOLATION OF THIS POLICY HAS THE RIGHT AND RESPONSIBILITY TO REPORT THE PERCEIVED VIOLATION AS SOON AS POSSIBLE.

PROCEDURE FOR RESOLVING HARASSMENT CLAIMS - The Mayor is responsible for dealing with incidents of harassment. Complaints can be made by the alleged victim or a witness to the harassment. Employees may report violations of this policy to their supervisor or to the Mayor. If a violation of this policy is reported to a supervisor, it is the supervisor's responsibility to report the violation to the Mayor immediately. The Mayor will promptly investigate the matter, and if the allegation is sustained, the responsible person will be disciplined. Discipline can include counseling, suspension without pay, and termination. Failure to report violations of this policy shall constitute grounds for disciplinary action up to and including termination.

If, at any point in this process, the employee is not satisfied with the disposition of the complaint, or if the complaint is against the Mayor, an immediate appeal may be taken by submitting a written complaint to the City Council.

The City cannot respond to allegations of harassment that are unreported. Nor can the City respond to mere rumors. Thus, it is imperative that victims of harassment promptly file a written complaint with the Mayor or the City Council.

RETALIATION IS STRICTLY PROHIBITED - The City of La Porte City forbids retaliation against anyone who:

1. Reports any incident of harassment;
2. Assists in the making of a harassment complaint;
3. Cooperates in a harassment investigation; or
4. In good faith complains of harassment or reports harassment relating to another employee.

Anyone who retaliates against someone for doing any of the foregoing will be disciplined as if they are a violator of this policy.

Drug Free Workplace - To help ensure a safe, healthy and productive work environment for our employees and others, and to ensure efficient operations, The City of La Porte City has adopted a policy of maintaining a workplace free of drugs. In order to ensure that the City continues to remain a drug free workplace, the City has developed a zero tolerance policy with respect to the use or possession of drugs in its workplace. Any employee who is found to be possessing or using any type of drug in the workplace will be immediately terminated. As part of implementing the City's zero tolerance policy with respect to drugs in the workplace, the City reserves the right to conduct drug testing of current employees as well as applicants for employment pursuant to Iowa Code § 730.5. The drug testing policy for the City is outlined below. If you have any questions or concerns regarding this policy, please do not hesitate to contact your supervisor, the Mayor or the City Clerk.

Personnel Records - The Hawkins Memorial Library maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the City of La Porte City and access to the information they contain is restricted.

Generally only management personnel who have a legitimate reason to review information in a file are allowed to do so. Request for personnel records under public records laws are evaluated on a case-by-case basis pursuant to applicable law.

Salaries and Position Classifications Wage and Salary Policy - The Library Board will determine the wage and salary ranges. Factors shall include but not be limited to:

- Education necessary to perform the job;

- Experience necessary to be able to fully perform all the duties at an acceptable performance level;
- Judgment and decision-making to perform the job;
- Job responsibility;
- Physical or mental effort necessary to perform the job;
- Hazards and/or working conditions in which the duties are performed;
- Supervision of other employees or volunteers;
- Years of experience;
- The City's financial conditions; and
- Wages paid in other communities to similar positions.

Library Director Job Description

- The Library Director is responsible for recommending to and carrying out the policies of the library as adopted by the Hawkins Memorial Library Board of Trustees.
- The Director shall recruit, hire and annually evaluate library staff and volunteers based upon well-defined job descriptions and expectations. The Director shall suggest improvements needed in salaries, working conditions and personnel policy.
- The Director will manage day-to-day operation of the library including book selection and ordering. They will suggest and carry out plans for library services and continually refine library services to meet the needs and interests of the community. They will report the library's current progress and future needs to the Board regularly. They will be familiar with library laws, including the local ordinance, and keep the Board informed of any changes. They will attend all Board meetings and prepare a written progress report providing information as needed to the Board.
- The Director will prepare and submit to the Library Board a budget request based on present and anticipated needs. They will maintain complete and accurate records of finances and expend funds based on the approved budget. They will advocate for the library and work to secure adequate funds to carry out the library's services. They will attend City Council meetings as needed, as well as attend continuing education opportunities, as they are able to.
- The director will work hours as needed up to 40 hours weekly. Payroll is submitted every other Monday (26 times per year) and employees are paid on the Friday of that week.
- IPERS is paid by the library budget.
- There is a six month probationary period for all new employees. See the Library Personnel Policy for details.
- The successful candidate must have a high school degree or GED. Public library experience is desired. The Director must attend and complete the Iowa Certification Program for Public Librarians provided by the State of Iowa within two years of hiring.
- Continuing education is encouraged, and all course fees, mileage, meals, lodging and staff time will be paid for by the Library, if needed, and as approved in advance by the Board. Receipts will be required for reimbursement of expenses.

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