

PERSONNEL POLICY FOR WOODWARD PUBLIC LIBRARY

This personnel policy does not constitute a contract of employment.

The Woodward Public Library is an Equal Opportunity Employer.

The Woodward Public Library follows guidelines mandated by the Americans with Disabilities Act.

In the Woodward Public Library (The Library), as with any public institution, the ultimate employer is, of course, the people of the community. Therefore, the first duty of the Library Director and staff is service to the public. All Library employees' roles are to promote service and to introduce patrons to read and use the Library and its facilities. It is the Library employee's responsibility to create a Library atmosphere that is business like, but friendly, with appropriate balance between efficiency and cordiality. Courtesy is probably the most important contribution to a pleasant atmosphere. Each patron should be given friendly, courteous, and prompt service. No matter what his request may be, it should be treated as important and with confidentiality. A patron must not be allowed to feel that the Library employees are too busy to be approached for assistance.

I. EMPLOYMENT

- a. Vacancies will be filled by advertising the position in appropriate media. All applications will be reviewed by the Library Board of Trustees (The Board) and selection made by a majority of the Board.
- b. Qualifications shall include a high school diploma, typing skills, computer knowledge, practical competence in business management, an enjoyment of working with the public, and willingness to learn about Library procedures and techniques. Applicants for Library Director should have a minimum of a Public Librarian's Certificate or be willing to work towards it through continuing education.
- c. Probationary period for all new employees will be six months with the exception for positions where a longer period may be set. Written reports will be provided every two months by the Board Chairman/President for the Library Director and the Library Director will follow the same process for the Library staff. This period shall be used for closely observing all new employees' work, for securing the most effective adjustment of a new employee to their new position, and for terminating all new employees whose performance does not meet required standards.
- d. The President of the Board shall do a yearly evaluation (on or about June 30) of the Library Director. The Library Director shall do a yearly evaluation (on or about June 30) of the Library staff.

II. JOB DESCRIPTION

- a. The Library Director's responsibilities will include, but not be limited to, the items listed in Attachment A.

- b. The Library staff shall have responsibilities assigned to them by the Library Director, via a written job description.

III. PERFORMANCE APPRAISAL FORM

- a. The Library Director's Performance Appraisal Form is attached as Attachment B.
- b. The Library Staff member's Performance Appraisal Form is attached as Attachment C and Attachment D.

IV. SALARIES

- a. A salaried wage will be established by the Board for the Library Director to compensate for certification and/or experience in the Library field. Wages will be paid every two weeks. The Library Director will work a 40 hour week.
- b. The hourly wage will be established by the Board for all other Library staff, with input by the Library Director. Wages will be paid every two weeks. A weekly hourly schedule shall be established by the Library Director.
- c. Wages will be reviewed once per year – at budget time with an effective date of July 1. Any wage increase will be based upon the annual evaluation results and the City of Woodward recommended annual wage increase percentage.

V. BENEFITS

- a. Library Directors
 - 1. After 1 year, will earn vacation time equal to two weeks of their normal weekly hours worked. After 4 years, the Library Director will earn vacation time equal to three weeks of their normal hours worked. After 11 years, the Library Director will earn vacation time equal to four weeks of their normal hours worked. Only one week per Fiscal Year may be carried over into the next Fiscal Year. Vacation time will be accrued on the Library Director's anniversary date of hire.
 - 2. Over-time accrues at time and one-half that can be used as comp time or be taken as wages paid. The Library Director may earn up to 80 hours of comp time before cash payments are required within one Fiscal Year. All comp time remaining at the end of the Fiscal Year will be cashed out.
 - 3. Sick leave accrues at 10 hours per month to a maximum of 720 hours. Sick leave will be used or lost. After the 720 hours, sick leave will not be cashed out at the time of resignation or termination. Sick leave shall be granted following completion of the probationary period or three months, whichever is shorter. After three days of illness, the City may request a Physician consult.
 - 4. The Library Director will participate in IPERS.
 - 5. Optional Health Insurance where the City of Woodward will pay 99% of the premium of a Single Health Plan or 90% of a Family Plan. See APPENDIX A for benefit details.
 - 6. Optional out-of-pocket Avesis vision program is available.
 - 7. Optional AFLAC out-of-pocket for disability insurance and life insurance is available.

8. The Library will be closed on the following holidays:
New Years Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve (day before or after Christmas) and Christmas day. If the holiday falls on a Sunday, the following Monday shall be granted as paid time off. If the holiday falls on a Saturday, the previous Friday shall be granted as paid time-off.
 9. Three days of paid bereavement time is available.
 10. Three paid emergency Leave days are available per Fiscal Year due to illness or death in the immediate family or upon approval by the Library Board.
 11. One paid personal day is provided.
 12. The Library Director shall be granted leave for jury duty with pay. Any Jury fees paid to the Library Director shall be remitted to the City of Woodward. Reimbursement by the Library shall be paid for any necessary mileage or personal expenses. If there are at least two hours remaining in the work day after court dismissal, the Library Director shall report back the work.
- b. Library Staff
1. Staff with less than 32 hours per week work will not earn vacation time or benefits.
 2. Part Time Staff may participate in IPERS; if qualified for IPERS benefits.

VI. PROFESSIONAL BENEFITS

- a. Continuing Education – The Board encourages CE credits and agrees to reimbursements of expenses and mileage (at the rate of 48.5 cents per mile). The Board will authorize CE credits for both part time and full time employees.
- b. Certification for new employees will be negotiated by the Board.
- c. Iowa Library Association (ILA), Iowa Small Library Association (ISLA), and American Library Association (ALA) membership fees will be paid by the Library.

VII. GRIEVANCES

The policy for addressing grievances is to follow the chain of command. The Library Staff reports to the Library Director, and the Library Director reports to the Board of Trustees.

VIII. TERMINATION OF EMPLOYMENT

- a. Resignations
 1. There shall be a two week written notice of resignation by the Library Director.
 2. There shall be a two week written notice of resignation by the Library Staff.

- b. Termination – Reasons for termination should be written and documented, then submitted to the Board for final determination.

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