

Personnel Policy

I. Filling Vacancies

Recruitment: The Library Board of Trustees seeks to employ the most competent individuals with the relevant education, experience, and abilities to perform the tasks outlined in the respective job descriptions in the library. Successful candidates must meet educational requirements and have demonstrated technology, oral and written communication skills, public service/customer service skills, and be motivated, organized and able to work independently as well as part of a team.

The City of Blakesburg and the Blakesburg Public Library are equal employment opportunity employers. Employment with the library will be available to all applicants regardless of race, color, national origin, gender, disability, religion, creed, socio-economic status and sexual orientation.

- A. To fill a vacancy when a new Library Director or other library staff must be hired, the Board of Trustees will advertise the job opening by posting a notice in the local newspaper, on local bulletin boards, at City Hall, and at the library. Resumes and letters of application shall be submitted to the Board of Trustees secretary.
- B. Applications will be accepted for a 3-week period.
- C. Following the close of the application period, the Board of Trustees shall consider the resumes and letters of application, schedule interviews with the top applicants, and hire the most qualified individual. Selection is based on personality, education, experience, ability and aptitude.
- D. Successful Library Director candidates will meet educational and certification requirements. Applicants must have a High School Diploma or equivalent. Applicant must be willing to complete Public Library Management courses in order to obtain state Public Library Director certification within two years of hire.
- E. Successful Library Assistant candidates will meet educational requirements, including having a High School Diploma or Equivalent.
- F. The Library Director shall be approved by majority vote of the Board of Trustees.
- G. When filling vacancies for Library Assistant or Student Library Assistants, the Library Director will interview and recommend the most qualified applicant for the position. The Board of Trustees will have final approval over the Library Director's recommendation.
- H. Newly hired Library Director or Assistant shall be on probation for three months before being considered a permanent employee.

II. Library Staff Performance of Duties

- A. Performance evaluation: The board shall meet in closed session to evaluate the Library Director's performance on an annual basis.

B. Conduct on Duty: The Library Director should maintain a professional presence in all aspects of the position.

C. Resignation and/or Termination: In the event of resignation, the Library Director will give the board at least one (1) month notice. In case of termination, the same amount of time shall be given. Additional library staff shall give or be given notice of a minimum of two (2) weeks.

D. Retirement: The Library Director and/or library staff shall be able to retire upon the retirement age. Sufficient notice shall be given before the last date of employment.

III. Salaries and Benefits

Employee Status, Position Classification:

- A. The library staff shall receive the wages as determined by the board. Raises may be provided based on performance of duties, budget allowance, etc.
- B. 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 32 hours or less.
- C. The librarian shall be eligible for the participation in the Iowa Public Employee Retirement System (IPERS) program, Social Security, and Workers Compensation, all of which are government required benefits. Per City Employee Policy, if/when the budget allows, the Library Director may be provided an optional \$25.00 monthly cell phone allowance if the phone is used for library purposes. This may include being used as a supplemental phone number for the library, sending text messages to staff and patrons, updating the library's social media accounts, etc.

IV. Hours:

The library shall be open a minimum of 20 hours a week. This must include morning, afternoon, evening, and weekend hours. The Library Director will work 20 hours or split the time with Library Assistant(s).

V. Staff Professional Development/Continuing Education

- A. The Library Director and/or library staff shall be allowed to attend in-service functions. The budget will include funds for registration, and mileage. The Board of Trustees will allow paid time for staff development.
- B. Library staff will be able to participate in webinars or attend face-to-face training during their scheduled workday. Arrangements for substitute must be made in advance for continuing education opportunities that result in an absence.
- C. Certification: The Library Director shall obtain and maintain state certification as a Public Library Director. This requires 45 continuing education contact hours every three (3) years. Free on-line and local courses will be encouraged and supported.
- D. Obtaining and maintaining Public Library Support certification by the Library Assistant is recommended, but not required.

VI. Vacation and Leave:

- A. Sick Leave: In case of illness, the library staff shall notify the board and shall find a suitable substitute, if possible.
- B. Holidays: City employees observe the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Library employees will be paid the hours they were scheduled to work on these holidays.
- C. Vacation Pay: Library employees will follow the City Employee Handbook regarding vacation time off/vacation pay.
- D. Professional Leave: Professional and educational leave will be granted upon request.
- E. Other Leave: Release time will be given without pay if the need arises. Examples: jury duty, bereavement, emergencies, or vacations.

VII. Employee Conduct and Work Rules

- A. To assure orderly operations and provide the best work environment, the City expects all employees to follow the rules of conduct that will protect the rights, interest and safety of all employees and the citizens (See the City Employee Handbook for conduct policy, disciplinary action policy, dress code, concealed weapon, drug testing, termination, smoking, safety, use of equipment and vehicles, etc.