

Eldon Public Library
Personnel Policy and Procedures

The purpose of this document is to set forth the policies by which personnel related decisions are made. These policies generally cover all Library employees. However, some positions may not be covered by all provisions. The Library reserves the right to change Personnel Policies at any time.

Rule 1 – Employee Relations (Internal)

All employees will work in harmony with each other in order to provide the best possible quality of service. Employees will not create an environment that is hostile to another employee or that violates the rights of another employee.

Rule 2 – Employee Relations with Citizens

All employees will conduct themselves in a manner that is courteous, respectful and professional when dealing with the public. At no time will an employee be discourteous when dealing with the public, even if the citizen themselves may be discourteous. This rule shall be followed when communicating in person, by telephone or in written communications.

Rule 3 – Employee Relations with the City and Board of Trustees

Library employees will maintain a professional and courteous relationship with the Mayor, City Council, City Clerk and Library Board of Trustees.

Rule 4 – Employee Job Duties

These will be the duties assigned to each position upon hire. It should be noted that these duties may be revised at any time.

Rule 5 – Reporting for Work

All employees shall report to work on time. If the employee can not make their shift, they shall contact the Library Director or a member of the Board, so that the shift will be covered. The Library is open the following hours:

Monday 2:30 - 6:30

Tuesday 12:00 - 6:30

Wednesday 12:00 - 6:30

Thursday 12:00 - 6:30

Friday 2:30 – 6:30

Saturday 10:00 – 1:00

Rule 6 – Alcohol and Drugs During Hours of Employment

No employee shall have in her/his possession alcohol or illicit drugs while at work. No employee shall come to work intoxicated. If an employee does come to work intoxicated, they will be sent home immediately. The Library Board of Trustees will be notified and, upon their decision, the employee will be dealt with.

Rule 7 – Smoking

There is no smoking in the Library building.

Rule 8 – Employee Safety

All employees must follow all safety rules and guidelines.

Rule 9 – Employee Uniforms and Appearance

All employees of the Library will wear attire appropriate for the Library.

Rule 10 – Employee Evaluations

The Board of Trustees will evaluate each employee every November, as long as he or she is employed. The City of Eldon Employee Evaluation Form may be used.

Rule 11- Use of Library Equipment

Employees should report any damaged or unworking equipment to the Library Director. The Library Director will report to the Board of Trustees any equipment unable to be repaired.

Rule 12 – Complaints Against an Employee

When there is a complaint against an employee, the complaint must be put in writing. The following steps should be followed:

Step 1 – The complaining citizen shall file a written complaint with the Library Director, who will then take the complaint to the Board of Trustees.

Step 2 – The Board of Trustees will then meet to decide what to do to resolve this situation.

Rule 13 – Meals and Breaks

On the days when an employee works more than 4 hours, there will be a 15 minute break allowed after 4 hours has been worked.

Rule 14 – Employee Expenditures

When employees attend classes or conferences that have been approved by the Board of Trustees, expenses for mileage and meals will be reimbursed, when a receipt has been provided.

Rule 15 – Telephone Calls

When employees need to make personal phone calls while at work, they should complete them as quickly as possible. If the employee receives a break, they should be made at that time, if possible.

Rule 16 – Hiring of Library Staff

Upon a position being vacant, the Board of Trustees will have the City Clerk advertise the vacant position and what the requirements are for that position.

Persons being considered for the position will be interviewed by the Board of Trustees. The interview process will include the starting wage and benefits that will be received if hired. Once hired, the person will be advised of wages and benefits that will be received if they remain for 1 year.

Rule 17 – Sexual Harrassment in the Workplace

Sexual harrassment in the workplace will not be condoned. Complaints will be filed with the Library Director and then taken to the Board of Trustees. The Board of Trustees will then determine what steps to take to resolve the situation.

Rule 18 – Procedure for Dealing with Drugs or Alcohol in the Workplace

The Library Board of Trustees will decide what procedure to follow for dealing with drugs or alcohol in the workplace.

Rule 19 – Layoffs or Reduction of Workforce

The Board of Trustees retains the right to manage the number of employees that work for the Library.

Rule 20 – Disciplinary Procedure

The Eldon Public Library Disciplinary Policy will be followed

Employee Benefits

The Library Director is the only Library employee eligible for benefits.

Vacation

The Library Director will receive 1 week paid vacation (30.5 hours) after 1 year of employment. There will be 2 weeks paid vacation (61 hours) after two years of employment. Vacation time will not accumulate year to year. If the time is not taken, it will be lost.

Sick Leave

The Library Director will be eligible for 8 paid sick days (41 hours) a year, after the 6 month probation period. Sick days can accumulate to 30 days. These days cannot be used for vacation. An employee will not be paid for unused sick days at the end of employment. Sick days are not to be used for the employee's family.

Personal Leave

The Library Director will be eligible for 3 personal days, after the 6 month probation period.

Paid Holidays

The Library Director shall receive pay for the following 7 holidays and the library will be closed.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Bereavement Leave

The Library Director will be granted bereavement leave with full pay for the death of family members as follows:

5 days for spouse, child, mother or father.

3 days for grandmother, grandfather, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law or step relations.

1 day for aunt, uncle or other family members. Pallbearer duty also is included

Leave of Absence

A leave of absence shall be subject to approval by the Board of Trustees.

Revised November 2007
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