

Solon Public Library  
Personnel Policy

Developed in conjunction with the Solon City Personnel Handbook

**A. Management Policy:**

The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code and State Library Trustees Handbook.

**B. Administrative Policy:**

The person appointed as Library Director shall be charged with the administration of the library.

**C. Work Schedule Policy:**

Major changes in the director's schedule shall not be made without approval of the Library Board. Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director. Overtime hours are not budgeted for.

**1. Vacation**

Full-time library employees are eligible for paid vacation time based on their length of service. Vacation time is accrued monthly with a maximum accrual of unused vacation of 160 hrs. as follows:

6 months – 8 yrs. Service accrues 6 2/3 hrs. per month

8 – 15 yrs. Of service accrues 10 hrs. per month

15 yrs. Plus of service accrues 13 1/3 hrs. per month

**2. Holidays**

The Solon Library observes the following national holidays based on the City of Solon observed national holidays:

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve Day, Christmas Day, and 1 Personal Day.

Library management reserve the right to change the observance of holidays based on business needs. The holidays listed above will be paid for full-time hourly employees and salaried employees.

If feasible, part time hours may be shifted so that these employees don't lose hours when the library is closed.

**3. Sick Leave**

Full-time employees will earn up to eight hours of sick leave with pay per month of service beginning on the first day of employment. Regular part-time employees may be eligible for limited sick leave pay at the Board's discretion.

Unused sick leave may be carried over and accumulated to a maximum of 720 hours.

**4. Leave of Absence**

The Library board may grant the Library Director an unpaid leave of absence. The

Solon Public Library  
Personnel Policy

Library director may grant full time or part time employees an unpaid leave of absence. All such requests must have a scheduled starting date and anticipated ending date and must be approved in advance by management. Reasons for time off include: family medical, military and personal.

**5. Jury Duty**

In the event that a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees shall be turned in to the city clerk and the employee will be paid their wages as usual.

**6. Meetings, Conventions, and Workshops**

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities. The director's task is to make certain that staff and trustees are made aware of these opportunities and that allowance for these educational activities are included in the annual budget.

**D. Disciplinary Policy**

The Library wants each employee to be successful in his or her job and will work with employees to eliminate deficiencies. An employee of the Solon Public library may be dismissed for any action or behavior that violates the library policies and procedures. This behavior includes but is not limited to: incompetence, misconduct, in-attention to assigned duties, or unapproved absences from work.

Normally termination would be a final step and would follow:

1. Verbal and /or written warnings,
2. A substandard performance appraisal,
3. Suspension and/or,
4. Extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

While notice of intent to terminate may occur, the Solon Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

**E. Resignation and Retirement Policy**

A library employee wishing to resign or retire from employment must notify the Director or the Library Board as soon as is practical. The library requests a minimum notice of two weeks. For the Library Director, a notice of at least a month is preferred.

Solon Public Library  
Personnel Policy

The employee must submit a formal written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends, a final performance appraisal will be conducted. This review may also be considered to be an "exit interview".

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

Library property must be returned: keys, manuals, credit cards, etc. Any final payments may be withheld until all library property has been returned.

**F. Grievance Procedure**

It is the intent of the Solon Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below.

1. If possible, discuss the problem with the Library Director. A concern of the Director should be addressed with the Library Board President.
2. If the grieving party chooses to not address his/her concern with the Director, the Board President shall be notified of the concern. Within a reasonable amount of time, the Library Board President will present the concern to the full board during a closed session of a Library board meeting.
3. The Library Board's representative will respond to the employee within five business days of the board meeting at which the issue is discussed, either providing a determination, solution or a strategy for how the Library Board will address the issue over time.

**G. Equal Opportunity Employment Policy**

It is the policy of the Solon Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

**H. Drug-Free Workplace Policy**

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Solon Public Library, whether that work is carried out in the workplace building or not.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or said employee may be required to satisfactorily participate in a drug abuse rehab program.

**I. Discrimination and Sexual harassment Policy**

Solon Public Library  
Personnel Policy

The Solon Public Library is committed to providing a work environment that is free from harassment and discriminatory intimidation. Actions, words, jokes, or comments between or among employees based on an individual's race, color, religion, sex, national origin, age, disability or veteran status as defined by law or any other legally-protected characteristic will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, sexual threats, inappropriate comments or unwelcome physical touches of a sexual nature are examples of sexual harassment and will be considered justifiable grounds for disciplinary action up to and including termination.

If you believe you have been a victim of any type of discrimination or harassment, you should immediately report the facts of the incident to the Library Director or Library Board President. The employee will be asked to provide a brief written statement to serve as the basis for the investigation of the complaint. Employees who have knowledge of either the incident in question or similar problems may be questioned. Only those who need to know about such complaints will receive information about the complaint. A prompt and thorough investigation will be conducted. After the investigation has been completed, a determination will be made by the appropriate members of library management and/or the Solon City Attorney, regarding the resolution of the case, and appropriate corrective action will be taken where it is warranted. If the matter is not resolved to your satisfaction, you may pursue the formal complaint resolution procedure as described under the Employee Conduct section of the City of Solon Handbook.

Any employee bringing a discrimination or harassment complaint or assisting in the investigation of such a complaint will not be adversely affected regarding these actions.

The Library Director reserves the right to routinely monitor usage patterns of electronic communications for all employees and to review any individual's electronic files and message usage to the extent necessary to ensure that such media services are being used in compliance with the law and with library policies.

**J. Professional Conduct**

Library employees need to be able to work comfortably in the work place, but project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code.

Because of safety concerns, open toe sandals, exercise clothing or flip flops are not recommended as appropriate clothing. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.

At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.

Solon Public Library  
Personnel Policy

Name tags will be worn by staff members during work hours. All staff are expected to treat all patrons with respect.

**K. Personnel Records**

The city office maintains personnel files that include each employee's employment application, W-4, I-9 (proof of work eligibility), social security card, emergency contact information, medical information pertinent to the job, etc. Each employee is responsible for keeping this information up to date.

Officers of the City, the City Administrator, and the City Clerk have access to all employee personnel files on a "need to know" basis. This would include any disciplinary documentation when it results in an employee being fired.

Annual job evaluations are kept by the Library Director and are not shared with the City of Solon. Copies of each year's evaluation are given to employees.

**L. Organizational Flow Chart (see attached).**