

Personnel Policy

Order for the Channel of Responsibility

- The Library Director is directly responsible to the Library Board of Trustees of the Lehigh Public Library.
- All staff members are directly responsible to the Director. In case of prolonged absence of the Director, the assistant librarian would assume the director's duties.
- Any temporary help or volunteers will be directly responsible to the Director.
- The Library Board of Trustees functions in an independent manner as set forth in the city code.
- Hours of Work:
- The normal hours of work during which library employees shall be employed are stated in their job descriptions.
- By definition, the library employees are part-timeworkers because each works less than 40 hours per week. Actual number of work hours will be set by the board of trustees as needed.

Holidays:

The following are paid holidays for the Director of the Library

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

The library may close early on December 24th and December 31st with the approval from the Board of Trustees. If Christmas falls on Sunday, Christmas Eve will be considered a paid holiday and Christmas would not be a paid holiday. The Director will receive compensation for holidays only if the holiday falls on a regularly scheduled workday.

The library may be closed on Saturday morning during River Days at the Library Board's discretion. This will not be a paid holiday.

Vacations:

The Director shall be entitled to a paid vacation on the following basis. Based on a 24- hour work week, the Director will receive the number of hours they typically work in a week.

- Completion of 1 year 1 week
- Completion of 3 years 2 weeks
- Completion of 10 years 3 weeks

A vacation year is calculated from anniversary date through anniversary date. Upon resignation or retirement from employment as a librarian, the Director shall be paid a prorated basis for all unused vacation days left at the time of resignation or retirement. The estate of any employee who dies shall receive prorated vacation pay. Employees who are discharged for cause or who fail to give (2) week notice when resigning shall forfeit all vacation pay.

The Director shall take (his or her) vacation within one year after accrual. There shall be no carry over of vacation from one year to the next and no back-to-back vacations without prior approval of the board.

No vacation time will be accrued during a leave of absence.

In no case can vacation time be advanced before it is earned.

All vacation times must be scheduled with the Director. This is necessary in order to maintain the operating efficiency of the library.

Record and Payroll:

The Library Director and the city clerk shall maintain a personnel record for each employee of the library showing his or her name, title of position held, the department to which assigned, salary, changes in employment status, evaluations and such other information as may be considered pertinent. Each Library employee is responsible for notifying the director or city clerk of any changes to their personnel record, i.e., name, address, telephone number, etc.

The city clerk is responsible for payroll and records. The records will be submitted to the city clerk on a bi-weekly basis for computation of pay. It shall be the responsibility of the library director to ensure the accuracy and timeliness of each record submitted. Salary will be at an hourly rate determined by the Library Board of Trustees on the basis of the employee's qualifications and will be paid bi-weekly. Annual raises, based

on performance evaluations, may be awarded according to availability of funds.

Benefits:

Includes IPERS and Workman's Compensation, the same as for other city employees.

Evaluation:

All employees will be evaluated annually. The evaluation of the director is done by the Board of Trustees. Evaluation of the assistant librarian and other staff will be done by the Library Director. These evaluations will be reported to the board. The employee shall receive a copy of their evaluation and shall be given the opportunity to respond to their evaluation. Evaluations and letters of recommendation and/or complaint will be kept on file at the library.

Non-Discrimination:

No appointment or termination of employment shall be decided or influenced in any manner by a person's race, creed, sex, age, national origin or marital status.

No question on the employment application form or in any other personnel proceedings shall elicit information concerning the political or religious opinions of any applicant or employee.

Recruitment and Selection:

All openings for library positions will be advertised in the local newspaper or posted at least 10 days in the library. The appointment of the Director is the responsibility of the Board of Trustees. The Director shall recommend to the board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff. Employees may be appointed by the Director without prior board approval, provided that such position and salary are approved, and the appointment is reported to the board at its next regular meeting.

Probationary Period:

Each new staff member shall be considered to be on probation for four months. If the Board of Trustees and/or the director wish to terminate the employee for reason of unsuitability during the probationary period, it may be done without right of appeal. A review of the employee's work performance is made after one month and again at the end of the probationary period. This performance evaluation is discussed with the employee by the director and/or the Board of Trustees if appropriate. Probation time maybe extended if deemed necessary by the director, but may not exceed an additional three months. Time worked during a probationary period will be counted toward vacation and sick leave eligibility.

Conduct:

An employee's attitude toward the public and other staff members will always be courteous and cooperative. Being properly dressed and exhibiting good manners is expected of all employees.

Resignations:

All staff resignations will be addressed to the Director in writing. The Director's written resignation to the board should give at least 30 days' notice. Other staff members should give at least 2 weeks written notice of their intention to resign.

Termination:

Failure to satisfactorily perform assigned duties, inefficiency, insubordination, incompetence, or conduct which adversely affects an employee's performance or reflects badly on the library shall be cause for termination.

Grievances:

Line of authority:

- Director
- Library Board

All grievances must be given in writing to the director. One month will be allowed for a written decision or response. The final decision rests with the Board.

Outside Activities:

An employee shall not become involved in any outside activity which requires so much time that it affects his or her job performance, attendance or efficiency.

An employee shall not engage in any other field of employment, activity or enterprise which is inconsistent, incompatible or in conflict with duties as a librarian, or with the duties, functions and responsibilities of the library.

Reimbursable Expenses:

Library employees are encouraged to attend workshops, meetings, classes for education development, conferences and conventions to acquire and maintain state certification. For this purpose, funds will be made available, as the budget permits, for dues, registration, mileage, meals, etc. Mileage will be paid at the amount designated per mile, by the city council. The librarian will receive compensation for regular hours while at class and in travel to the class. If class/work/travel time exceeds the hours normally worked that day, he/she will be paid for the extra time. Any classes that the Director suggests for staff will also be paid for, using the same payment policies. Affiliations with professional associations are also encouraged. Approvals for these expenditures are made by the Board of Trustees.

Leave

Jury Leave:

If a librarian is selected for jury duty or called as a government witness during their normal hours of work, said librarian shall be granted a paid leave of absence. Any compensation received by the librarian will be deducted from the librarian's regular salary, with exception of meals and travel expense.

Sick Leave:

The Director will earn sick leave at the rate of (2) hours per month up to a total of (24) hours per year. The maximum amount of sick leave that can be accrued is 72 working hours.

Emergency Leave:

If an employee is a member of the city's ambulance crew/fire department, they may leave and close the library to help response in emergency requiring their assistance. (Discretion of the Library staff, not to be abused). If other members are available, they are not to response. Time missed will be made up or taken without pay.

Maternity Leave:

The employees of the library will be granted time off for maternity leave without pay.

Unpaid Leave:

The Library Board may grant an unpaid leave of absence to a librarian who needs time off for personal reasons. During unpaid leave, an employee: receives no compensation, does not earn vacation or sick leave, and does not collect sick leave benefits.

Personal Leave:

The Director may take up to (4) hours of personal leave in lieu of sick leave, but such leave is non-accruing. Employees taking personal leave must notify the director at least one (1) working day in advance of such anticipated absence.

Funeral Leave:

In the event of a death in a Director's immediate family, the Director shall be entitled to absent themselves from work for the purpose of arranging and attending the funeral. In no instance will more than three (3) days be paid. These paid days of absence shall be only those days that the Director would normally have worked had it not been for the funeral. Days when employees are not scheduled for work will not be compensated for funeral leave.

The immediate family is defined as including Mother, Father, spouse, daughter, son, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, stepmother, stepchildren, grandparents, grandchildren, son-in-law, and adopted children.