



Library Operations & Personnel Policy

The Logan Public Library is committed to delivering services to the Logan community & surrounding areas to support the common good through proactive leadership & mindful usage of resources.

Hours of Operation

Library hours are set by the Logan Public Library Board of Trustees. Staff work schedules are determined & managed by the Library Director & must be scheduled to meet the requirements of the library.

Monday, Tuesday, Thursday, & Friday: 10:00 a.m. to 5:00 p.m.

Wednesday: 11:00 a.m. to 7:00 p.m.

Saturday: 10:00 a.m. to 2:00 p.m.

Sunday: Closed

Holidays

The following holidays will be observed by the Logan Public Library:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday & Saturday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If any one of said holidays falls on a Saturday, the Friday before will be the paid day off; if the holiday falls on a Sunday, the Monday after will be paid time off. Pay for such holidays shall be on the basis of seven (7) hours at each employee's calculated hourly rate.

Additional holidays may be observed at the discretion of the Logan Public Library Board of Trustees.

Inclement Weather

Library hours may be impacted by inclement weather conditions throughout the year. Library hours during inclement weather situations will be decided by the library staff with a focus on the safety & wellbeing of our staff & patrons.

Closures or adjusted hours due to inclement will be posted to the library's social media channels & the library website.

Equal Opportunity Employment

Equal employment opportunities shall be ensured to all qualified persons employed or seeking employment, discrimination shall not be tolerated in any employment practice decisions. The Logan Public Library Board of Trustees & the Library Director will continue to: Recruit, hire, & promote employees in all classifications without regard to race, disability, religion, ethnic origin, gender identity, age, or sexual orientation; base employment & promotional decisions solely upon an individual's qualifications for the position to be filled; & ensure that all personnel actions, such as compensation, benefits, layoffs, recalls, training & educational programs, tuition aids, & other programs will be administered without regard to race, disability, religion, ethnic origin, gender identity, age, or sexual orientation.

All employees have the right to a work environment free from intimidation & harassment because of their race, disability, religion, ethnic origin, gender identity, age, or sexual orientation. In accordance with federal labor laws & the Iowa Fair Employment Practices Act, it shall be illegal for any employee to engage in unwelcome sexual advances, request sexual favors, or to physically or verbally engage in conduct that might be construed as a slur based on an employee's race, disability, religion, ethnic origin, gender identity, age, or sexual orientation. Such behavior shall be considered as employee misconduct & will be subject to disciplinary actions.

If any employee feels that they have been discriminated against, or physically or verbally harassed they should report the situation to their supervisor, or if the supervisor is involved, directly to the Library Director or the Logan Public Library Board of Trustees.

Wage Benefits

The Library Director, Youth Services/Programming Librarian, & other Regular Library Employees as determined by the Logan Public Library Board of Trustees will receive an annual performance review. Review of the Library Director will be conducted by the Logan Public Library Board of Trustees, all other performance reviews will be conducted by the Library Director.

The Logan Public Library Board of Trustees will conduct an annual wage review of all employees.

All employees shall be paid on an hourly basis. Library employees are eligible for membership in the Iowa Public Employee Retirement System (IPERS) based on the parameters set forth by IPERS.

Employee Vacation

The Library Director, Youth Services/Programming Librarian, & other Regular Library Employees as determined by the Logan Public Library Board of Trustees will be entitled to paid vacation as indicated below:

<u>Tenure</u>	<u>Vacation Period</u>
1 Year:	30 Hours
2 to 7 Years:	70 Hours
8 to 12 Years:	105 Hours
13 Plus Years:	175 Hours

One additional day of vacation will be added to the 5th, 10th, 15th, & 20th years of service to compensate for longevity with the City of Logan & the Logan Public Library. One additional day will also be given for every 5 years of services after twenty (20) years. 175 hours of vacation is the maximum amount of vacation except for the additional longevity day every five (5) years.

An employee may carry over one week of vacation. If, due to unusual circumstances, an employee is in the position of losing the time, one additional week of vacation may be carried over with approval by the Logan Public Library Board of Trustees & the Logan City Council, the additional week of carried over vacation must be used by the last payroll of the fiscal year.

Employees may take additional unpaid vacation days with the approval of the Library Director. Unpaid vacation days that require additional staff scheduling to facilitate the absence may not be made up at a later date by the requesting employee.

Vacation requests must be submitted to the Library Director & approved at least one week (7 days) in advance of the planned absence. The Library Director will make a good faith effort to approve reasonable vacation requests.

An employee who terminates employment because of death or retirement shall be eligible to be paid their hourly rate for the vacation accumulated.

Employee Sick & Personal Leave

The Library Director, Youth Services/Programming Librarian, & other Regular Library Employees as determined by the Logan Public Library Board of Trustees will be entitled to paid Sick & Personal Leave as indicated below:

<u>Tenure</u>	<u>Vacation Period</u>
1 Year:	30 Hours
2 to 7 Years:	70 Hours
8 to 12 Years:	105 Hours
13 Plus Years:	175 Hours

An employee may use their sick leave for appointments related to their physical & mental health. Employees may also use sick leave for appointments related to the physical & mental health of their immediate family members (includes spouse, child, sibling, parent, & grandparent).

An employee may use sick leave when unable to perform their duties due to the illness or injury of an immediate family member (includes spouse, child, sibling, parent, & grandparent). The Logan Public Library Board of Trustees may approve the use of sick leave to care for a relative not listed above at their discretion.

In the event of illness or injury the employee is responsible for notifying the Library Director as soon as possible in advance of the hour they are scheduled to report. The employee shall continue to give notice for each successive day they will be absent. Failure to give notice of absences due to illness or injury will result in disciplinary measures.

Employees may be entitled to additional paid time off due to personal issues, illness, injury, or other extenuating circumstances at the discretion of the Logan Public Library Board of Trustees.

Non-Medical Leave of Absence

Upon the exhaustion of vacation & sick leave by an employee of the Logan Public Library, who is not eligible for FMLA, the Board of Trustees may approve a Non-Medical Leave of Absence without pay for a period of up to one year. Approval of this leave of absence does not guarantee the employee's position will be available upon their return but the returning employee will be given prime consideration for any open position for which they are qualified upon their return.

Jury Duty or Civil Service

Employees shall be granted a maximum of three (3) days with full pay when called for jury duty or approved civil service. Thereafter the employee will be compensated for the difference between their regular rate of pay & any payment received for their service.

Maternity/Paternity Leave

Employees who are not eligible for FMLA who are temporarily disabled due to pregnancy or related medical conditions, or are providing care to an immediate family member (includes spouse, child, sibling, parent, & grandparent) are entitled to unpaid leave for the period of temporary disability or for eight (8) weeks, whichever is less.

Continuing Education

Continuing education of employees shall be made a priority when staffing allows. Absences due to continuing education must be approved by the Library Director in advance. Travel expenses will be paid at the current rate of mileage & the employee will earn their base hourly wage for travel time & time spent attending continuing education training. Tuition fees for state required continuing education training will be paid by the Logan Public Library. Tuition for elective continuing education credits will be the responsibility of the staff member attending the training.

Attendance & Tardiness

For the benefit of the Logan Public Library, employees are expected to maintain a high standard of attendance & communication to ensure patron needs are met.

Examples of poor attendance include but are not limited to:

- Excessive absenteeism
- Habitually leaving early without notice
- Repeated instances of tardiness for a scheduled shift
- Repeated unplanned absences occurring during recognized holidays or before or after planned vacation

If an employee is unable to report to work for their scheduled shift, the employee shall notify the Library Director or Youth Services/Programming Librarian as soon as they are aware of their situation unless mitigating circumstances make such a notification impossible.

Failure to report to work with no reported absence will be considered a no-call/no-show & is a very serious breach of employee responsibilities. The first offense will result in a written warning. The second offense will result in a review with the Library Director & the Logan Public Library Board of Trustees. The third offense will result in termination of employment. A no-call/no-show for three, consecutive shifts may be considered job abandonment & may be deemed an employee's voluntary resignation of employment.

Disciplinary Actions & Grievances

Discipline shall consist of three levels:

Oral Reprimand – An oral reprimand is an official warning to an employee from a supervisor that certain conduct or performance is unacceptable. A written record of this reprimand will be kept in the employee's personnel file.

Written Reprimand – A written reprimand is an official warning to an employee from a supervisor regarding the employee's unsatisfactory conduct or performance. A copy of this reprimand will be kept in the employee's personnel file. A written reprimand will include a statement of the problem, suggested measures to correct the problem, and a time when progress toward correcting the problem will be reviewed with the Library Director.

Personnel Review – A personnel review with the Library Director & the Board of Trustees will occur if unsatisfactory conduct or performance continues despite prior warnings. This personnel review will result in one or more of the following measures:

- A satisfactory solution to the unsatisfactory conduct or performance
- A plan for further monitoring & progress reporting after which additional action may be taken
- Involuntary separation from employment for failure to correct unsatisfactory conduct or performance

The Logan Public Library Board of Trustees shall be notified of all disciplinary actions initiated by the Library Director & may review any disciplinary procedures authorized by the Library Director.

The listing of these disciplinary actions does not preclude the starting of disciplinary actions at a higher level or the multiple applications of these levels when the seriousness of the incident warrants such measures.

Employees are assured a fair hearing for personal grievances. When a grievance arises the employee concerned will be expected to notify the Library Director for support & all parties involved will work to make adjustments & find a mutually effective solution. If no satisfactory solution is found, or if the staff member feels their grievance has not been properly addressed by the Library Director an appeal may be made to the Logan Public Library Board of Trustees.

To appeal the decision of the Library Director the employee must submit a written copy of their request for appeal to both the Library Director & the Logan Public Library Board of Trustees within seven (7) days of the Library Director's decision. This request must include a description of the situation or problematic behavior & the dates of occurrence(s) if available. The Board of Trustees will review the request for appeal at their next scheduled meeting & will reply to the employee & notify the Library Director in writing of their decision & planned course of action.

Termination

Every attempt will be made by library staff & the Logan Public Library Board of Trustees to assist employees in the equitable resolution of grievances & disciplinary actions. The decision to terminate the employment of any library staff member rests with the Logan Public Library Board of Trustees.

An employee who is discharged for cause shall be paid for hours worked & accrued vacation. A final check will be issued from the City of Logan.

Resignation

A voluntary resignation in good standing must be submitted in writing to the Library Director with a minimum of two (2) weeks' notice of the employee's planned separation date.

Voluntary resignation of the Library Director must be submitted in writing to the Logan Public Library Board of Trustees with a minimum of four (4) weeks' notice of the employee's planned separation date.

In the event of extenuating circumstances the Logan Public Library Board of Trustees may waive the minimum required notice of resignation for an employee to resign in good standing.

Updated July 10th, 2023