



VINTON PUBLIC LIBRARY PERSONNEL POLICY

Date Effective: 11/22

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Date(s) Reviewed by Library Board: 11/22, 1/24

Policy Maintenance Performed By: Library Director

In accordance with Public Library Standard: 1.7

I. PHILOSOPHY:

- a. The purpose of this document is to set forth the policy by which personnel-related decisions are made and to define expectations for conduct in the workplace. The Vinton Public Library's ability to manage and provide public services with efficiency and effectiveness is dependent upon the capability and performance of its employees. The Vinton Public Library strives to provide a good working environment which promotes and supports diversity and inclusivity, professional development, open communication, and sensitivity to employee needs.
- b. This policy generally covers all Library employees; however, temporary/hourly-pay employees may not be covered by all provisions. These policies work to ensure decisions will be made consistently and in accordance with overall Library goals regarding employee relations. Questions of interpretation should be addressed to the Library Director, who shall be responsible for final interpretation and application of these policies. The principles expressed herein will be used as a guide regarding issues not specifically addressed in these policies. This document should be read in conjunction with administrative regulations and operating policies and procedures published by the Vinton Public Library. All employees of the Vinton Public Library shall be furnished a copy of these policies and will be given copies of updated policies as they are approved.
- c. In accordance with the Public Library Standards as published by the State Library of Iowa, the governance of the Vinton Public Library is different than other departments within the City of Vinton. As such, the personnel policy differs. Portions of this policy, when indicated, are adopted from the City of Vinton Personnel Manual.

II. REGULATIONS:

- a. **Governance:** The Vinton Public Library follows the Public Library Standards, as adopted by the State Library of Iowa, and therefore assigns all administrative authority of the Library to the Vinton Public Library Board of Trustees. For additional clarification on the roles and responsibilities of the Director, Board, and City, see Appendix A, as taken from page 31 the Iowa Library Trustee's Handbook 2021 edition.
- b. **Equal Employment Opportunity:** It is the policy of the Library to prohibit discrimination and harassment of any type and to afford equal employment opportunities for all employees or potential Library employees with regard to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category

protected by federal, state, or local law except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance. This extends to all areas of personnel administration including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages, benefits, and application of personnel policies, and shall be consistent with all protections afforded by applicable federal and state statutes. The Library will employ recruitment and selection practices that support this policy by displaying required posters regarding equal employment opportunities in areas visible to employees and by identifying the Library as an Equal Opportunity Employer on job advertisements and recruitment sources.

- c. Harassment: The Library is committed to providing a work environment in which people are treated with dignity, decency, and respect and which is free of harassment and unlawful discrimination. Harassment and unlawful discrimination may take many forms, including behaviors that are overt or very subtle.
 - i. Harassment: Harassment is any verbal or physical conduct that threatens, intimidates, demeans, humiliates, or coerces an employee, co-worker, or any person working for or on behalf of the Library.
 - ii. Sexual Harassment: Sexual Harassment is a form of unwelcome conduct that affects terms or conditions of employment (quid pro quo harassment) or creates intimidating, hostile, or offensive work environments. Such harassment is prohibited for all employees, regardless of status. No employee, regardless of gender identity, should be subjected to such conduct. Sexual harassment may also be charged between same-sex employees.
 - iii. Discrimination: It is a violation to unlawfully discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law.
 - iv. Complaint Procedure: The Library will actively pursue and investigate complaints of harassment, discrimination, or denial of civil rights, and appropriate action will be taken. Employees who encounter conduct they believe violates this policy are expected to report it to the Library Director. The Library Director will investigate, including interviews of complainant, respondent, and witnesses, as necessary. If it is determined that harassment and/or discrimination in violation of this policy has occurred, discipline will be issued as appropriate. Because discipline is a personnel matter, the Library will not be able to disclose to the complainant any discipline taken against the respondent.
 - v. Confidentiality: Throughout the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to the extent possible, while allowing the Library to meet its obligation to investigate such complaints. The expressed

wishes of the complaining person for confidentiality will be considered in the context of the Library's legal obligation to act on the charge and the right of the respondent to obtain information.

- vi. Retaliation: Retaliation against any person for filing or responding to a complaint either formally or informally, for participating in the complaint and investigation process, or for participating as a witness in any investigation, will not be tolerated and will be considered a violation of this policy. The Library will actively pursue and investigate claims of retaliation. Any person who is found to have violated this aspect of the policy will be subject to disciplinary action up to and including termination of employment.
- vii. Consequences: Unacceptable conduct in any form can be the basis for a discrimination charge against the Library and/or an individual employee. It is the Library's position that every employee has the right to work in an environment free of any type of harassment or discrimination. Consequently, any employee who engages in prohibited conduct will be subject to disciplinary action, up to and including termination of employment. All employees have an affirmative duty to prevent harassment and discrimination in the workplace by producing an environment that exposes and discourages harassment or discrimination of any kind and which promotes and supports diversity and inclusivity in the workplace and community.

III. Conditions of Employment: The Vinton Public Library adopts Chapter 3 from the City of Vinton Personnel Policy Manual. See the manual for details.

- a. Working Hours
- b. Overtime and Compensatory Time
- c. Record Keeping of Hours
- d. Standby Pay
- e. Call Back Pay
- f. Absences
- g. Military Leave
- h. Employee Injuries and Medical Illnesses
- i. Workers' Compensation as Provided Under State of Iowa Statutes
- j. Performance Reviews
- k. Drug and Alcohol Abuse and Screening
- l. Tobacco Free Policy
- m. Time Clock Rules
- n. Employee Safety
- o. Dress Code
- p. Breastfeeding Policy

IV. Employee Benefits: The Vinton Public Library adopts Chapter 4 from the City of Vinton Personnel Policy Manual. See the manual for details.

- a. Holidays
- b. Absenteeism and Tardiness
- c. Paid Vacation
- d. Compensation, Insurance and Retirement Benefits

- e. Sick Leave
 - f. Emergency Leave
 - g. Family Medical Leave Act (FMLA)
 - h. Maternity/Paternity/Adoption Leave
 - i. Jury Duty; Court Appearances
 - j. Funeral Leave
 - k. Payment of Wages and Payroll Deductions
 - l. Reimbursements
 - m. Continuing Education
 - n. Uniform Allowance
 - o. Service Clubs
 - p. Licenses
- V. Employee Relations and Conduct
- a. The work of every employee is important. Employees have a right to expect fair treatment and fair compensation from the Library. In return, employees are expected to work diligently toward providing high levels of public service.
 - b. Public Relations: Providing information and service is the Library's principal task; therefore, it is the first priority of each employee when dealing with members of the public or other employees to act in a courteous, responsive, and prompt manner, to provide accurate responses and/or appropriate referrals, and to be fair and consistent in the enforcement of library rules.
 - c. Workplace Violence Prevention: Providing a safe work environment is essential to the Library. Acts or threats of violence against any Library employee will not be tolerated whether among employees or between one or more employees and the public. Any Library employee initiating a violent act against another Library employee, or a member of the public will be subject to disciplinary action, up to and including termination of employment. Workplace violence includes any act of physical, verbal, written, or electronic aggression and/or intimidation within the work setting, as well as destruction or abuse of property. Workplace violence also includes actions or threats of violence occurring off Library premises involving an employee acting as, or clearly identifiable as, a representative of the Library. Reports should be made immediately to the Library Director.
 - d. Weapons: No employee of the Library shall carry a weapon while on duty. Weapons are not allowed on City property nor in an employee's vehicle when parked on City property. Issuance of a weapons permit does not exempt an employee from these provisions. However, sworn officers of the Vinton Police Department and the Fire Marshal are exempt from this restriction.
 - e. Library Owned Computers: Library computers are provided for use by the employee and are the property of the Library. Such property is subject to recall by the Library at any time. Employees have no right to privacy in information maintained on a Library owned computer, the Library computer system, or other electronic communications device or the Library phone system, whether or not the employee considers such information personal.

- f. Medication/Work Restriction Notification: Employees who are issued work restrictions by a healthcare provider, including for conditions which are not work-related, must provide a copy of those restrictions to their immediate supervisor. Failure to comply with these requirements will be grounds for discipline up to and including termination of employment.
 - g. Political Activity: No employee of the Library may solicit political contributions while on the job or when performing job duties.
 - i. Political Activity Not Affected:
 - 1. Does not affect any employee from becoming a member of a political club or organization
 - 2. Attending political meetings if they do not wear or carry anything that may identify them as an employee of the Library.
- VI. Disciplinary Measures: The responsibility of the Library to maintain efficient operations may occasionally require taking disciplinary action against employees. The objective of disciplinary action is to correct inappropriate behavior and produce efficient Library operations. However, failure of the employee, after notice, to modify behavior may result in further disciplinary action up to and including termination of employment. Furthermore, serious infractions may result in disciplinary action up to and including termination of employment without prior notice. It is not possible to list all forms of unacceptable behavior that are in the workplace. The following list is illustrative of, but does not include all, types of behavior for which disciplinary action may be taken.
- a. Insubordination, including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
 - b. Theft of Library property or money or acting in a careless or negligent manner with Library money or property.
 - c. Violation of Library rules and policies.
 - d. Abusive or improper treatment during the performance of duty to any member of the public, fellow employee or city official, including harassment as defined in section 2.2 of this policy, including behavior outside the workplace which has the effect of producing a hostile work environment.
 - e. Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record; failure to inform the appropriate person of the inability to report to work or need to leave work for any reason.
 - f. Failure to satisfactorily and consistently perform the duties of the position; incompetence, inefficiency, or negligence in the performance of assigned duties; unauthorized dissemination of non-public information acquired during the performance of duties for the Library; loafing, loitering, or engaging in unauthorized personal business during work hours; excessive use of personal mobile devices.
 - g. Violations of the Federal Drug Free Workplace Act, violation of departmental rules, or any other state or federal regulations.
 - h. Lying or providing false, inaccurate, or incomplete information either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or Library record.

- i. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment; failure to report an injury or illness to supervisory personnel in a timely manner.
 - j. Conduct which negatively impacts the Library's ability to effectively conduct its operations; disruptive behavior; sleeping during work hours; engaging in horseplay, roughhousing, or disorderly behavior during work hours or while on work premises.
 - k. Revealing confidential Library records or unauthorized use of privileged information.
- VII. Personnel Transactions
- a. Personnel Files: The Library considers personnel files to be Library property generated for purposes of conducting business operations. It is the policy of the Library to permit access by all Library employees to their personnel file maintained by the Library Director. Access to these files and the information contained in them is generally limited to the employee, appropriate administrative personnel, and third parties authorized in writing by the employee. The file information may also be accessed and utilized in situation involving business operations. Information related to education, employment and job performance will be maintained separately from an employee's personnel file. The Library Director must be present during this examination. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof and will be permitted to place a concise statement of disagreement in the file. Employees are encouraged to keep their personnel files up to date with all job-related information such as degrees obtained, seminars, attended, and certificates of completion by providing copies of applicable document to the Business Office. In addition, employees, are required to update their personnel files when they experience a change of name, address, phone, or emergency contact.
 - b. Medical Files: Employee medical records are personal and confidential and will be maintained in a separate medical file. Medical files are subject to the privacy restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). An employee's health information is personal and confidential, and the Library will not release such information without the express written consent of the employee, except as required by law.
 - c. Job Descriptions: Copies of job descriptions are maintained by the Library Director and are available upon request. Job descriptions are periodically reviewed and updated as job duties change.
 - d. Performance Evaluation: An evaluation and appraisal of each permanent employee's work performance shall be conducted at least annually according to the procedures and policies approved by the Library Director. These policies, procedures and forms shall be made available to each new employee, and all employees shall be informed of any changes or amendments. On request, employees may receive copies of any document that evaluates their performance and shall have the right to include in their personnel file a written response to the evaluation.
- VIII. Inclement Weather
- a. Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The Library will close, delay opening, or close ahead of

schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

- b. If a staff member feels that they are unable to safely report to work due to inclement weather, they should report this to the Library Director immediately. The Library Director will make the determination on whether to close the Library and will communicate this closure to the patrons of the Library.

IX. Termination of Employment:

- a. Resignation: Every employee is expected to give at least ten (10) working days' notice prior to the effective date of resignation. The notice should be in writing and directed to the Library Director. Generally, the termination date shall be the employee's last day in attendance at work, except in cases of medical disability. Resignations must be accepted by the Library to be effective for benefit payment purposes.
- b. Retirement: Employees are eligible to retire in accordance with applicable pension or retirement programs. Library employees will retire under the Iowa Public Employee Retirement Systems (IPERS). Because the pension systems will provide information only to the employee, employees must contact the retirement system directly. City Human Resources staff will assist if requested.
- c. Benefits: Upon notice of resignation, termination, or retirement being received by Human Resources, applicable information regarding continuation of insurance coverage, benefits payout, IPERS benefit, or refund, final check, and other information will be forwarded to the employee. Human Resources will provide information to terminating employees, answer questions, and assist employees; however, it is the employee's responsibility to complete and mail all forms to the applicable agency.

Appendices:

- Appendix A: Taken from page 31, Iowa Library Trustee’s Handbook: 2021 Edition
- Appendix B: Approved 12/22

Roles and Responsibilities of the Director, Board and City

Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
Keeps the library board informed of library activities, needs and concerns	Stays informed about library activities, needs and concerns	Mayor appoints library board members with approval of city council	Pays expenditures approved by the library board
Prepares a draft budget request	Reviews draft budget request including line items	Appropriates bottom line funding for the library	Provides the library with monthly reports showing paid expenditures and status of budget
Explains monthly library expenditures to the board	Approves final budget request based on board approved priorities		Stays informed about library activities, needs and concerns
Provides library board with monthly financial reports	Supports and advocates for budget request when presented to the city		
Informs city council, mayor, city staff about library activities, needs and concerns	Approves monthly expenditures; ultimately and legally responsible for how funds are spent		
	Reviews monthly financial reports; prioritizes needs to match available funding (has authority to shift funds from one line item to another as needed)		
	Informs city council, mayor, city staff about library activities needs and concerns		

VPL Personnel Policy

Amendment B

Date Effective: 12/15/2022

Date(s) Reviewed by Library Board: 12/14/2022

Policy Maintenance Performed By: Library Director

Overtime for full-time, non-exempt employees of the Vinton Public Library is defined as any hours worked in one week that exceed forty (40) hours.