

# Personnel Policy

## A. Hours

1. The library shall be open a minimum of 45 40 hours per week, with the exception of holiday closings, as set by the Library Board of Trustees. The library hours shall be as follows: Monday 9:30 am - 6 pm, Tuesday 9:30 am - 6 pm, Wednesday 9:30 am - 6 pm, Thursday 9:30 am - 6 pm, Friday 9:30 am - 5 pm, Saturday 9:30 am - 12 pm, Sunday - Closed.
2. The library will be open every day except Sundays and the following holidays, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day Weekend, Christmas Eve Day, and Christmas Day. In the cases when these holidays fall on a Sunday, an alternate day, as determined by the Board, will be observed.
3. The hours for New Year's Eve Day will be determined by the library board.

## B. Holidays

Part-time employees shall be granted paid holidays, when the holiday falls on their normal workday, after three years of employment.

## C. Inclement Weather

Part-time employees scheduled to work will be paid for scheduled hours if the library closes due to inclement weather.

## D. Vacations

All part-time employees shall be entitled to a one-week paid vacation after three years of service. Vacation pay should be equivalent to normal working hours for that employee for that week.

Employment anniversary dates shall be used in determining years of employment. Vacation time must be used by the employee's anniversary date or it will expire without compensation.

**All other employee policies are set forth in the City of Elkader's Employee Handbook.**

These policies are to be reviewed and/or revised every three years by the Library Board of Trustees and the Library Director.

Adopted, May 10, 2022