

## **Ruthven Public Library Personnel Policy**

### **Section 1.**

The Ruthven Public Library Board of Trustees shall elect, appoint and when necessary for valid reasons dismiss the Library Director.

### **Section 2.**

The person so appointed shall be in charge with the sole administration of the library.

1. The Library Director shall be responsible to the Board of Trustees in matters pertaining to and concerning the library, be present at monthly meetings and prepare and present such reports as requested.
2. The Library Director shall prepare a presentation of monthly bills in an efficient manner; prepare an annual budget to be presented to the City Council by the President of the Board of Trustees.
3. The Library Director recruits, selects, hires, supervises, evaluates and terminates library staff in conformity with state and federal regulations, oversees the staff-training program, recommends improvements in staffing, organization, salaries and benefits to the Board of Trustees.
4. The Library Director shall have responsibility for collection development of all materials in the library. This includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.

### **Section 3.**

#### **Benefits**

All employees of the library are part-time and receive no benefits.

### **Section 4.**

#### **Salary**

All employees shall receive an hourly wage for the time worked. Salaries will be reviewed annually at the time of budgeting.

### **Section 5.**

#### **Holidays**

Anytime the Ruthven Public Library is closed for a holiday, the Library Director may choose to work "behind closed doors" (not open to the public) these hours lost because of a holiday.

### **Section 6.**

#### **Workshops, Meetings and Conventions**

Each year an amount will be budgeted for workshops, meetings and conventions. This will include the dues to Iowa Library Association.

The Library Director will draw against this amount, but cannot exceed it, unless authorized to do so by the Board of Trustees. Reimbursement will be received for workshop fees, mileage, and lunch per diem after submitting receipts to the City Clerk.

Library trustees are also encouraged to attend and participate in continuing education activities.

#### Section 7.

##### Substitute Librarian

The salary of the substitute will be negotiated in accordance with their experience and responsibilities. This salary shall not be equal to, or more than the regular library employee's hourly rates.

#### Section 8.

##### Jury Duty

Time off with pay will be granted to employees if required to perform jury duty during normally scheduled library hours. It is the Board of Trustee's intent for employees to avoid suffering a loss of pay on the day when the jury duty was performed. However, employees must turn over to the Board of Trustees the per diem compensation (not including mileage) awarded for jury duty performed on a day for which they are also paid by the City of Ruthven. No employee shall receive compensation from both for any given day. However, the employee may decide which compensation he/she prefers.

#### Section 9.

##### Vacation Policy

1. All employees are required to inform the Library Director of any time asked off for vacation at least two weeks in advance.
2. No employees shall receive pay for vacation time.

#### Section 10.

##### Leave of Absence

1. No pay will be issued for any request of Leave of Absence.

#### Section 11.

##### Funeral Leave

1. No pay will be issued for any request of Funeral Leave.
- 2.

#### Section 12.

##### Maternity Leave

No pay will be issued for any request of Maternity Leave.

#### Section 13.

##### Sick Leave

No sick leave pay will be awarded.

#### Section 14.

##### Work Schedules

The Library Director is responsible for work schedules and making sure there is coverage for every open hour of the library. However, in the case of an emergency, when the Library Director is not available and the employee (who might be working alone) needs to leave for any reason, the employee needs to contact at least one library trustee.

Section 15.  
Disciplinary Policy

Section 16.  
Grievance Procedure

Section 17.  
Resignation  
Two weeks notice of resignation is required of all library personnel.

Section 18.  
Sexual Harassment Statement  
Adopted 2/6/96

The Ruthven Public Library is committed to providing a work environment free of sexual harassment. The Board of Trustees adopt and strongly support the following sexual harassment policy.

1. It is against the policies of the Ruthven Public Library for any employee, city official or library trustee to sexually harass an employee by (a) making sexual advances, requesting for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of continued employment; or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or creating an intimidating, hostile, or offensive working environment by such conduct.
2. Any employee who believes he/she is the subject of a sexual harassment incident should report the alleged act immediately to his/her supervisor. If, for any reason, you are reluctant to report the incident to your supervisor, you may contact the Board of Trustees President, or any other library trustee.
3. A confidential investigation of all complaints will be undertaken. Anyone found by the Board of Trustees (or the City Council, should the harassment concern a library trustee) to have sexually harassed a library employee will be subject to sanctions up to and including termination or prosecution, depending on the circumstances.
4. The question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in the matter. Given the nature of this type of conduct, we also recognize that false accusations of sexual harassment can have serious effects on innocent people. We hope and trust that the library will continue to remain a pleasant working environment free of harassment.

Adopted: March 17, 2007  
Reviewed: December 2, 2023  
Affirmed: January 6, 2024  
Scheduled for Review: March 2026