

Personnel Policy for the Library Director

Section 1

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

The Ruthven Public Library seeks a responsible individual with excellent customer service skills, a passion for library services, a good understanding of computers/technology, and a commitment to developing strong community relationships to fill the position of Library Director.

The Library Director is responsible for the management and operation of the library within the constraints of the budget and answers directly to the Board of Trustees, which conducts the annual evaluation of the Library Director.

Minimum qualifications: High School Diploma; Some college experience; is or will become certified by the State Library of Iowa in 2 years or less.

Preferred qualifications: - Associate's degree or higher - Some library employment experience, with experience in library administration is ideal

Expectations: Excellent interpersonal, written and oral communication skills; strong service and community involvement ethic; experience with common software programs and computer applications; the ability to work successfully with employees, the public, donors, the Board of Trustees, and City officials.

Salary range: initial hire between \$16.00 per hour commensurate with qualifications and experience, with IPERS; 3% annual raises per budget increase with each fiscal year, increases of \$0.75/hr each per completion of PLM 1 & 2.

Section 2—Job Description

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

Responsibilities include, but are not limited to: Directing day-to-day operations such as staffing, technology, acquisitions, cataloging, weeding, building management, and program development; preparing a budget to meet the needs of the library and its users and operating under it; working with the Board of Trustees to develop long range planning and policies for 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

Any time 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, overnight accommodations, and meal per diem after submitting receipts to the City Clerk.

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

Section 7—Assistant/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

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

Section 11—Funeral Leave

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

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 at their discretion for organizing 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 14.1 - Paid Time Off

Annually, all full-time employees shall receive one-week paid time off equal to the number of hours each employee works during a typical week. Employees use the total number of hours at their discretion after making arrangements for a substitute to work in his/her upon approval from Director. Paid Time Off benefit shall be effective as of employee's first employment anniversary. (Adopted June, 2017)

Section 15—Disciplinary Policy

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The Ruthven Public Library supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The Ruthven Public Library reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite

coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines the Ruthven Public Library's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The Ruthven Public Library reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Section 16—Grievance Procedure

The word “grievance” is used to indicate a difference between the library and the employee.

The grievance should be discussed informally between the staff member involved and the director within a week of the occurrence giving rise to the grievance. An oral response by the director should be given within 5 business days of the discussion.

If a grievance is not settled informally, the aggrieved employee may appeal through a written statement to the director. This statement should specify the problem and the desired outcome. After investigation, the director will issue a written decision within 5 business days.

If the grievance is not settled, an appeal may be made to the library board. Written notice of appeal must be submitted to the board president. The written notice should be signed by the employee and contain a specific statement of the situation, and outcome desired. The library

board will consider the grievance at the next regular meeting. The aggrieved employee may attend.

The decision of the board is considered final.

There will be no retaliation for filing a grievance.

Adopted from The Keokuk Public Library Personnel Policies (March 2019)

Section 17— Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify the director in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of the Ruthven Public Library are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Section 18—Sexual Harassment Statement

Adopted: February 6, 1996

The Ruthven Public Library is committed to providing a work environment free of sexual harassment. The Board of Trustees adopts and strongly supports 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 superior. If, for any reason, you are reluctant to report the incident to you 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 effect 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

Amended: December 14, 2013, November 18, 2017, March 2019, April 2025

Scheduled for Review: November 2026