

## Personnel Policy

### **POLICY STATEMENT**

The Atlantic 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 library strives to provide a good working environment with open communication and sensitivity to employee needs.

The Atlantic Public Library is considered a department of the City of Atlantic and as such, the City of Atlantic's Personnel Policy will be the policy of record with the following additions pertinent to the Library.

Each library staff member will be given a copy of the City of Atlantic's Personnel Policy and the Library's Personnel Policy upon hiring and will be trained on these policies.

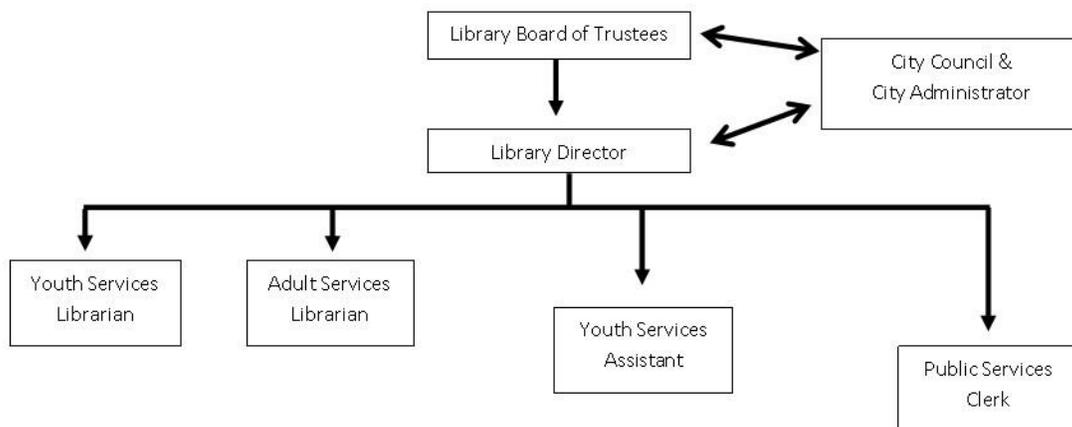
### **REGULATIONS**

#### PERSONNEL

The library staff should know what will be expected of them and how they fit within the overall structure of the library. Any questions about the information in this area should be addressed to the Library Director.

#### Organizational Chart

The purpose of the organizational chart is to designate the structure and relationships between library employees and governing bodies.



#### Job titles and descriptions

Job titles and brief duties are listed here. For full job descriptions, see Appendix A.

#### Library Board of Trustees

The Library Board of Trustees is made up of nine volunteers, appointed by the Mayor of the City of Atlantic, to serve six-year terms. City Council also designates a liaison to serve on the Library Board of Trustees. The Library Board is administrative and is responsible for hiring the Library Director and administrative details, such as paying bills, approving policies, and advocating the library to community members and leaders.

#### Library Director

The Library Director oversees the administration of the library, including personnel, library services, and the use of library resources. The Library Director reports to the Library Board of Trustees, who ultimately decide and approve of library services, resources, and management of the library. The Library Director supervises the library staff, provides resources and support for library staff and patron life-long learning and recreation, and promotes and advocates for the library within the community. The Library Director focuses on providing

excellent customer service to library users, the Atlantic community, and to the employees of the library. This position is considered a Department Manager for the Library within the City structure and as such, is a salaried position. The salary begins at \$45,500.

#### Youth Services Librarian

Under the direct supervision of the Library Director, the Youth Services Librarian focuses on the youth department. The Youth Services Librarian is responsible for library services, materials, and programming for youth aged birth through eighteen. The Youth Services Librarian also guides the activities of the youth volunteers and the Youth Services Assistant. The Youth Services Librarian provides excellent customer service at all times and works with other community agencies to promote and advocate for the library in the community. This position requires a bachelor's degree, with preference given to experience and education in working with children. This is a full-time position, which includes benefits and the salary begins at \$14.00 per hour.

#### Adult Services Librarian

Under the direct supervision of the Library Director, the Adult Services Librarian focuses on the adult department. The Adult Services Librarian is responsible for library services, materials, and programming for adults, aged eighteen and up. The Adult Services Librarian also handles all Interlibrary Loan requests and guides the activities of the volunteers and the Public Services Clerk. This position requires a bachelor's degree, with preference given to customer service or public service experience. There is a full-time and a regular part-time position, including some benefits and the salary begins at \$14.00 per hour.

#### Youth Services Assistant

Under the direct supervision of the Library Director, and the guidance of the Youth Services Librarian, the Youth Services Assistant supports the Youth Services Librarian with programming, services, and resources to library patrons. The Youth Services Assistant also guides the activities of youth volunteers and assists in other departments of the library as needed. This position requires a high school diploma and experience working with the public. This is a regular part-time position includes some benefits and the salary begins at \$9.00 an hour.

#### Public Services Clerk

Under the direct supervision of the Library Director, the Public Services Clerk provides customer service to the users of the public library and support to their co-workers. The Public Services Clerk's main responsibilities include assisting with checking in and out of materials, processing new materials to add to the library's collection, and putting these materials back into the collection, in accordance with the library's shelving system. This position requires a high school diploma or enrollment in high school. There is a regular part-time and an occasional part-time position, which may include some benefits and the salary begins at \$7.25 an hour.

#### Benefits

Full-time positions receive paid time off, health insurance, and IPERS. The Library is a City department and as such, staff are covered under the city's insurance policies.

Regular part-time positions receive pro-rated paid time off. IPERS for part-time employees is dependent upon wages and hours worked.

Occasional part-time positions receive no benefits. IPERS for part-time employees is dependent upon wages and hours worked.

Compensation time (or comp time) can be accrued by full-time and regular part-time employees, with the permission of the Library Director. Comp time can only be accrued if a staff's work schedule cannot be adjusted, due to the needs of the library.

Employees are eligible for protection under the Family and Medical Leave Act.

Full explanations of benefits are included in the City of Atlantic's Personnel Policy.

### Schedules

The Library Director will set the library staff schedules. Full time staff will be expected to work 40 hours per week, or take the necessary vacation, sick, or comp time to meet those hours. Part-time staff will be scheduled to work up to the maximum amount of hours their position is allowed. Time off is permitted as allowed by the needs of the library.

Staff schedules will adjust based on the needs of the library and the Library Director will provide at least two weeks' notice if a schedule needs to change.

### Time Sheets

Staff are expected to fill out a time sheet each pay period, indicating the hours worked, paid time off used, and comp time earned. Each time sheet will be turned into the Library Director for approval. The Library Director signs each time sheet and turns them in to the City Clerk.

### Continuing Education

The Library Board supports and encourages library staff to engage in continuing education and training for library employees. The Library Director or library staff may find training or continuing education classes available. The Library Director must approve of any and all continuing education courses. The Library will pay for registration or fees relating to continuing education or training and all continuing education or training sessions must be done during scheduled work time. The Library will cover mileage and lodging, as per the City's Personnel Policy. Work schedules can be adjusted to accommodate training sessions, with the approval of the Library Director. Please see the City's Personnel Policy.

### Evaluations

Evaluations will be done on an annual basis. The Library Director will conduct the evaluations for all library staff. The Library Board of Trustees will perform the Library Director's evaluation.

Self-evaluation forms will be available for staff to fill out before their evaluation, to be turned in to the Library Director before the annual evaluation. Evaluations will be discussed with each employee.

## EMPLOYEE CONDUCT

Employees have the right to know what is expected of them. Employees have the 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.

### Customer Service

Providing information and service is the most important part of any position in the library. Library staff should act in a courteous, responsive, and prompt manner with the public and their co-workers, to provide accurate responses or referrals, and to be fair and consistent in enforcing library rules.

### Workplace Violence

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 employee initiating a violent act against another will be subject to disciplinary action.

All reports of violence must be reported in a timely manner. Each report will be reviewed in a timely manner.

### Harassment

As with workplace violence, harassment, of any kind, will not be tolerated. Acts of harassment between employees or between an employee and a member of the public will not be allowed to continue. Any employee initiating harassment of any kind will be subject to disciplinary action.

All reports of harassment must be reported in a timely manner. Each report will be reviewed in a timely manner.

### Library Owned Equipment

Library equipment, such as copiers, computers, and the phone 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, system, or other equipment.

Library email accounts are also public and any emails sent or received are public record.

Use these items for personal use should be limited in scope.

### Appearance & Behavior

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees and inspires the confidence of community members and others the employee will address.

Employees are required to adhere to health, safety, and sanitation standards while at work.

Employees' conduct at work shall be professional, friendly, and always with customer service in mind.

### Absence without Leave

Any absence of an employee, without authorization from the Library Director, will be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action.

### Discipline and Grievance Procedures

The Library Director and employees shall follow the steps outlined by the City of Atlantic for discipline and grievance procedures.

## HOLIDAY CLOSINGS

The Library Board of Trustees has designated the Library will be closed on any and all city-recognized holidays. The Library Board of Trustees may also designate other dates, deviating from city holidays, to be closed. These dates will be determined and approved as soon as possible in the calendar year.

## LIBRARY CLOSING DUE TO UNFORSEEN CIRCUMSTANCES

If the Library has to close for unseen circumstances, such as weather, water main break, heating or A/C failure, the Library Director will determine when the Library will close.

- Any staff at work will be informed and will then inform any patrons contacting the library.
- The Library Director will contact any staff scheduled to work that day about the library closing.
- The Library Director will contact the radio stations, the newspaper, and post the closing to the Library's website and Facebook page.

## **PROCEDURES**

### PERSONNEL

#### Organizational Chart

In the absence of the director, the Youth Services Librarian or Adult Services Librarian is in charge, decided by seniority.

Any issues concerning the library shall first be addressed to the Library Director and not directly to the Library Board.

#### Job titles and descriptions

Job titles and descriptions are not set in stone. As the Library evolves and changes, titles and descriptions must change as well. Job descriptions are not meant to cover everything the employee handles on a yearly basis, but should express the major tasks, either day-to-day or month-to-month.

Job titles and descriptions will be reviewed annually with the employee's evaluation. Changes to the description and/or title will be recommended at this time. The employee and Library Director will discuss these changes and how they can best be addressed.

#### Benefits

- All full-time and regular part-time staff will be responsible for keeping track of their vacation, sick, compensation time, and personal holiday time.
- Any staff member can request time off by:
  - Submitting an Absence Request to the Library Director, as early as possible
    - Fill out the name and the date filling out the request
    - Fill in the dates for the time off requesting
    - Fill in the hours requesting off (ex. 3 hours or 9:00-12:00)
    - Choose the type of Absence. If the staff person does not earn any kind of vacation or sick time, choose Other.
    - Sign the form.
    - Turn in to the Library Director.
  - Absence Requests shall be turned in to the Library Director for any kind of absence. When a staff person has been sick or otherwise unable to make it to work, an absence request needs to be filled out the next day they are at work.

- The Library Director will return approved or denied requests in a timely manner, dependent upon the request.
- These forms will be kept by the Library Director in the employee's file.
- Requests for time off will be weighed against the needs of the library. The Library Director has the discretion to deny requests for time off.
- Compensation time (comp time) will be offered to full-time or regular part-time employees who work over their allotted schedule. Comp time can only be accrued at the approval of the Library Director. Staff working over their allotted schedule must get permission from the Library Director 48 hours before working over their schedule. Compensation time will be given at 1.5 times the hours worked over the allotted schedule, when approved by the Library Director.
- All benefits are addressed in the City of Atlantic's Personnel Policy.

### Schedules

The Library Director sets the schedule for all library employees. The schedule is done on a monthly basis, with consideration to library events, programs, community events, outreach opportunities, and staff requests for time off. Due to unforeseen circumstances or unplanned or unexpected changes, a staff person's schedule can change at any time. The Library Director will make every effort to anticipate these changes.

- Staff should alert the Library Director whenever adding a continuing education or training course to their schedule.
- Staff must notify the Library Director as soon as possible when an outreach or community event is a good fit for the library and the staff should take part.
- The Library Director will work to provide any schedule changes a two-week notice for all employees. Staff will be scheduled to work hours which meet the needs of the library. Outreach events, evening programs, or continuing education classes can all effect scheduling. Staff may be scheduled to work outside of normal library hours or their normal schedule.
- Compensation time is available but only in instances when the staff schedule could not be changed. The Library Director reserves the right to change an employee schedule to meet the needs of the library without resorting to compensation time.

### Time Sheets

The Library Director receives time sheets for all staff members from the City Clerk. These time sheets will be handed to the staff.

Time sheets are filled thusly:

- Staff write the hours worked in the larger box under the date.
- If the staff member did not work that day, but used vacation, sick, comp, or holiday time, the amount of time, along with the code for that time, is written in the smaller box under the larger box.
- Staff will sign their time sheet.
- Staff will turn in their time sheet to the Library Director at the end of the pay period.
- The Library Director will make a copy of each staff member's time sheet, tally the hours, and confirm with the staff schedule. The Library Director will note any discrepancies with the staff member.
- The Library Director will sign the time sheets and deliver them to City Hall.

An example time sheet is in Appendix C.

### Continuing Education

Library employees are welcome to find and attend continuing education or training relating back to services or resources in the library. All staff shall be given the opportunity to attend continuing education or training, whether online or in person.

The Library will pay for any and all trainings requiring registration and/or travel time. The employee shall be on work time, and be compensated for any trainings done relating back to the library.

Staff must first get permission to attend continuing education or training sessions. If there are fees or travel involved, staff must notify the Library Director as soon as possible. See the City's Personnel Policy for full details concerning continuing education and travel.

### Evaluations

Library employees shall be evaluated for their work and performance annually, as close as possible to their annual hire or promotion date. A copy of the evaluation form is in Appendix B.

Library employees will first fill out the self-evaluation form. Comments are highly encouraged. When the self-evaluation form is completed, library employees will turn in the form to the Library Director.

The Library Director will fill out an evaluation form for each library employee. The evaluation form will look at the employee's accomplishments, behavior, timeliness, and customer service over the previous year. The Director will also read over the employee's self-evaluation. After the Library Director has completed the evaluation form, a meeting will be set with the employee and Library Director. At this time, the Library Director will review the employee's evaluation and discuss goals and accomplishments for the employee for the next year.

Employees will sign the evaluation form, acknowledging the evaluation was discussed with them. A signature does not signify agreement; just the evaluation being discussed with the employee.

Employees will be given a copy of their evaluation and the original will be kept with the Library Director.

## EMPLOYEE CONDUCT

Employees have the right to know what is expected of them. This section will address the general do's and don't's of library employee behavior. However, this policy cannot cover every instance or situation which may occur when working in a library. The Library Director is always available to clarify issues, and the staff will be asked to use their own discretion and judgment in certain situations.

### Customer Service

- Library staff will conduct themselves with the public and with each other in a courteous and polite manner.
- Library staff will promptly assist patrons in the stacks and at the desk.
- The public always comes first. When a patron or staff person is requesting help, the library staff will move to provide assistance.
- Library staff may offer to contact a patron when a request may take longer than the patron would like to wait, or if the staff person needs to consult multiple resources and may not have the time to do so immediately.
- Encourage patrons with comments or suggestions to use the Patron Comment form.

## Workplace Violence

The Library should be a safe environment for library employees to work.

- Acts or threats of violence from co-workers or the public will not be tolerated. Staff shall:
  - Notify the Library Director or a co-worker immediately.
  - Contact the Police by calling 911.
  - Remove themselves from the public floor, if it is a patron. If it is a co-worker, the staff person is advised to move to another floor in the library.
  - When able, fill out an incident report. In lieu of an incident report, take down any particulars (name of offender, time, anything that was said, etc). An incident report may be filled out at another time.
  - The Library Director will follow-up with the police concerning the actions of the offender.
    - If the incident happens with a patron, that person may be banned from the library, regardless if the staff person presses charges.
    - If the incident happens with a co-worker, disciplinary action will be taken, regardless if the staff person presses charges.
- Threats of violence will be taken as seriously as actions.

## Harassment

The Library should be a safe environment for library employees to work.

- Any kind of harassment will not be tolerated. In the case of harassment, the library employee shall:
  - Report the incident to the Library Director.
  - Call the Police at 243-3512 or 911.
  - Remove themselves from the public floor, if it is a patron. If it is a co-worker, the staff person is advised to move to another floor in the library.
  - Fill out an incident report when possible. Record as much information as possible – especially names or physical descriptions, what was said or done, and the time in which it occurred.
  - The Library Director will follow-up with the police concerning the actions of the offender.
    - If it is a patron, that person may be banned from the library.
    - If it is a co-worker, disciplinary action will be taken.
- Threats of harassment will be taken as seriously as actions.

## Library Owned Equipment

The Library provides equipment to the library employees in order to facilitate their work. The equipment includes computers, servers, scanners, fax machines, copiers, and printers. Many of these items are also available for patron use.

- Library staff shall have no expectation of privacy on library-owned equipment. All items saved to the computer or to the library servers can be accessed or deleted based upon the needs or safety of the library.
- Library staff shall limit the amount of time spent on library phones making or receiving personal phone calls. The library has two lines for phone services and the lines are meant for business purposes.
- Library staff do not need to pay for copies or printouts.
- Library staff do need to pay for faxing.
- Library staff should be aware library email accounts are also public information and as such, can be subject to FOIA requests.

## Appearance and Behavior

The Library staff represent the library to the public, both in the library and at community events where the library may have a booth, table, or presentation. As such, Library staff must be conduct themselves appropriately and with the proper attire.

- Unacceptable attire includes:
  - Torn, patched, or faded clothing
  - Halter tops
  - Tube tops
  - Muscle shirts
  - Strapless sundresses
  - Shirts/pants exposing midriff or any exposed skin on the torso area.
  - Shirts with slogans or large-letter advertising, unless it has the library or city logo on it; and/or has a library-related theme.
  - Warm-up suits or sweat pants, including yoga or exercise gear.
  - Sheer clothing
- Unacceptable behavior includes:
  - Falsifying or misrepresenting statements to supervisor or co-worker.
  - Drinking of alcoholic beverages or being under the influence of alcoholic beverages; or the illegal use, possession of and/or being under the influence of any illegal controlled substance while on duty.
  - Refusal to perform assigned duties in violation of a direct order by the Library Director.
  - Theft or use of the Library's equipment, materials, or facilities for personal purposes, other than authorized.
  - Recklessness resulting in serious accident while on duty or substantial property damage.
  - Sleeping or the appearance of sleeping on the job.
  - False statements on an employee's application for employment.
  - Unexcused absences or tardiness.
  - Excessive absenteeism or tardiness.
  - Failure to observe time limitations on rest and meal periods.
  - Poor work performance.
  - Doing personal work or activity during paid work time.
  - Fighting during work time.
  - Engaging in discourteous conduct including loud and boisterous activity in the presence of library users or other library employees.
  - Failure to immediately report on the job illness or injury to the Library Director.
  - Failure to follow any/all of the library's policies.
  - Gambling in any form during work time.
  - Damaging or destroying the property of the library or another employee, whether due to negligence or willful or deliberate action.
  - Posting, removing, or tampering with or altering notices or signs without the permission of the Library Director.
  - Distribution of written or printed matter of any description, other than that which the employee is directed to distribute, on library premises during work time.
  - Absence for three (3) consecutive working days without notification to the library during such period of the reason for absence.
- In the instances outlined, library staff are to report any instances to the Library Director. The Library Director will address these issues as soon as possible.

- The Library Director will investigate and discuss the situation with the employee.
- If warranted, or if the behavior or attire continues, disciplinary action will follow.

#### Absence without Leave

- Library employees should make every effort to request or report an absence. In the case where an absence is not granted and the library employee decides to not come in to work, disciplinary action will follow.
- If a library employee is unwell and knows they will not be able to make it in to work, they must make every effort to contact the library.
  - Before opening or Saturday shifts: Library employees must contact the Library Director to report illness or other circumstances which make it impossible to make it in to work.
  - After opening: Library employees may contact the Library Director or call the Library to speak with another member on staff.

#### Discipline and Grievance Procedures

The Library will follow the City of Atlantic’s Personnel Policy when it comes to disciplinary actions and grievance procedures.

- Verbal and written warnings will be added to the employee’s personnel file.
- Grievance procedures will include the City Administrator and the Library Board, if necessary.

#### HOLIDAY CLOSINGS

The Library Director will present a list of dates for the next calendar year’s holidays for the Library Board of Trustees to approve for closing. These dates reflect the City of Atlantic’s holidays.

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving , the day after Thanksgiving, and the Saturday following
- Christmas day

The Library Board of Trustees can also designate other days in which the Library will be closed. These dates will be determined as soon as possible in the calendar year.

The City of Atlantic designates if a holiday falls on a Saturday, the holiday will be recognized on the previous Friday. If a holiday falls on a Sunday, the holiday will be recognized on the following Monday. The Library Board of Trustees also follows this designation.

For city holidays, full time staff will receive 8 hours of paid holiday time. Regular part time employees will receive pro-rated paid holiday time. Occasional part time employees will not be eligible for holiday pay.

If the Library is open on a city recognized holiday, Library staff will earn 1.5 times their normal hourly pay.

#### LIBRARY CLOSING DUE TO UNFORSEEN CIRCUMSTANCES

The Library may close under the following circumstances:

- Weather-related issues, such as blizzards, floods, ice storms, etc. The safety of the staff and the public will always be taken into consideration.

- Loss of electricity.
- Loss of heat or air conditioning, depending on the season.
- Water main break or loss of water.
- Other circumstances which warrant the staff and public safety above being open.

In these circumstances, the Library Director will determine if and when the Library will close and send staff home.

- Weather-related issues will rely upon the forecast and road conditions.
- For loss of electricity, heat, air conditioning, or water, the decision will be made on a case-by-case basis. The Library will not allow patrons in the library if there is a loss of one of these items, but staff will need to stay for an amount of time, to determine whether the services will come back on or be fixed in a reasonable amount of time.

When and if the library does close:

- Staff will following closing procedures, announcing to patrons that the library will be closing early.
- Staff already at work will be compensated for their entire shift, even if they have not worked the majority of that shift.
- Staff who have not made it to work before the time determined to send staff home will not be compensated for their hours, but can make up those hours, take vacation or comp time, or take time without pay.

## **GUIDELINES**

### PERSONNEL

#### Organizational Chart

- All staff will receive a copy and be trained on the organizational chart.
- As the Library evolves and changes, the organizational chart will have to change and grow as well. The addition of new positions will be determined as the needs of the Library change.

#### Job Titles and Descriptions

- Job descriptions will be evaluated each year during a staff member's annual evaluation. Job descriptions should be modified to reflect:
  - Job duties which have been added over the course of a year
  - Any duty or task a staff member has been assigned that has occurred more than occasionally while in their position.
  - Modifying existing job duties or functions to reflect the changes occurring in the Library.
- Job titles will be evaluated each year as well, to determine whether the scope of the position still matches the designated title.

#### Benefits

- Upon hiring, all staff will be advised of benefits by the City Clerk and by the Library Director.
- A benefits package will be given to each employee, outlining how their benefits work.
- Questions about benefits can be addressed to the Library Director or to the Deputy City Clerk or City Clerk.
- Benefits are also outlined in the City's Personnel Policy.

#### Schedules

- Schedules are completed before the beginning of each month, with everyone's schedule listed by day.
- Lunch hours are determined by the length of schedule. Staff scheduled to work six hours or more will be scheduled for a lunch break. Lunch breaks are either 30 minutes or 1 hour long. Staff scheduled less than 6 hours will not be scheduled for a lunch break.

- Staff are able to take one 15 minute break for every 4 hours they work. Breaks are not scheduled but should be taken in the Library. Exceptions must be approved by the Library Director. These breaks cannot be combined.

#### Time Sheets

- All employees will receive training upon hiring on filling out their time sheet properly.
- Staff are encouraged to make a copy of their time sheet as a working copy and keep the official copy clean until the end of the month.

#### Continuing Education

- Staff are encouraged to seek out and find continuing education or training opportunities.
- Every effort will be made to accommodate staff attending training.

#### Evaluations

- Staff will be given a copy of the self-evaluation form one month before their anniversary date.
- Staff shall have three weeks to complete the form and turn it in to the Library Director.
- Staff are encouraged to include comments, projects they've worked on or completed, or tasks they feel signify the contribution they provide to the Library.

### EMPLOYEE CONDUCT

#### Customer Service

- Customer Service is one of the most important aspects of working in a Library. As such, the Library will provide opportunities in training online or in person as time allows.
- Continuing education for customer service can be found on Webjunction and from the Iowa Library Services. The Library Director may find other opportunities as well.
- Customer Service also extends to co-workers. Communication and teamwork make the Library a better place to work and visit. Monthly staff meetings and working together will make the Library a more efficient workspace.

#### Workplace Violence

- Training for recognizing and dealing with workplace violence will be provided on an annual or bi-annual basis. Training may come from the Atlantic Police department, other recognized resources available in the area, or from the Library Director.
- All staff will be trained on how to report workplace violence safely.

#### Harassment

- Training for recognizing and dealing with harassment will be provided on an annual or bi-annual basis. Training may come from the Atlantic Police department, other recognized resources available in the area, or from the Library Director.
- All staff will be trained on how to report harassment in the workplace.

#### Library Owned Equipment

- All staff will be trained on the proper handling of library owned equipment, in order to assist patrons. As equipment is upgraded, updated, or changed, library staff will be given the opportunity to learn about different functions and needs for the equipment.
- Staff should recognize when they need assistance with equipment and ask for a refresher or more training when needed.

### Appearance & Behavior

- All staff will be given guidelines for appearance and behavior while working at the Library.

### Absence without Leave

- Library staff shall make every effort to notify someone if they are unable to make it to work. The Library Director should be the first contact, but in the event they are not available, staff should start contacting the next senior staff member.
- In the case of an emergency, library staff may notify the Library Director as soon as they are able. Staff may, in this case, leave a message on the library's phone system.

### Discipline and Grievance Procedures

- All staff will receive a copy of the City's Personnel Policy, which outlines the procedures for discipline and grievances.

### HOLIDAY CLOSINGS

- All Library staff will be given a copy of the holiday closings approved by the Library Board of Trustees at the next scheduled staff meeting.
- Any questions concerning holiday closings shall be addressed by the Library Director.

### LIBRARY CLOSING DUE TO UNFORSEEN CIRCUMSTANCES

- Library staff will be trained on handling an unforeseen circumstance by the Library Director.
- Procedures will be provided and posted for staff to review. Staff should realize in an emergency situation, consulting a list of procedures may not work.
- Procedures will be reviewed on a quarterly basis.

BOARD APPROVED: January 2016

REVISED/REVIEWED: February 2019