

PERSONNEL

Appointment of Staff

The library staff consists of a director, assistant librarian, and substitutes. The appointment of the director is the responsibility of the Board of Trustees. The director shall recommend to the Board the appointment and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff. The director without prior Board approval may appoint part-time and temporary employees, if such appointment is reported to the Board at its next regular meeting. The Burt Public Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices, and other federal, state, and local legislation concerned with employment and hiring practices.

Probationary Period

Each new staff member shall be considered to be on probation for three months. If the Board of Trustees and director wish to terminate the employee during the initial period, it may be done without right of appeal.

Evaluations

The director will make a review of the employee's work performance after one month of the probationary period, as well as at the end of three months. The Board of Trustees will discuss this three month evaluation.

The director will make an annual evaluation of the assistant librarian.

The Board of Trustees will make an annual evaluation of the library director.

Salaries and Hours

All staff members will work at an hourly wage. Salaries of employees will be reviewed annually by the Board of Trustees. The director will be responsible for coverage of all library hours, and will not exceed the yearly amount budgeted for personnel salary.

Resignation

The director is required to give one month's written notice to the Board of Trustees. Employees are required to give two weeks' written notice to the director.

Removal of Personnel as per Code of Ordinance, Burt, Iowa 21.05.5

Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

Benefits:

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Maternity and Paternity Leave:

A staff member may use accrued vacation time for maternity or paternity/adoption leave. If the staff member desires additional time off, he/she may request a leave without pay.

Leave of Absence Without Pay:

The director may be granted a leave of absence without pay at the discretion of the Board of Trustees. Staff members may submit a request for a leave of absence without pay to the director.

Jury Duty:

A staff member called for jury duty or subpoenaed as a witness in a trial shall be permitted time off without pay.

Vacation:

The director and the assistant librarian are entitled to one week of vacation based on an average week's pay after completing one year of employment. This may be taken a week at a time or individual days if desired. The director and the assistant librarian are entitled to two weeks of vacation after completing five years of employment. The vacation time may not be carried over from one year into the next.

Staff Development:

It is to the library's advantage to have a well-educated staff. For this purpose, the library offers as the budget permits, funds to aid staff members to attend continuing education programs directly related to library issues. The director is expected to acquire and maintain state certification.

The staff may attend continuing education classes or workshops for which class time and mileage (based on what city employees receive) will be paid. Attendance will be by approval of the board, unless something arises before the next board meeting and the director must attend.

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