

DE SOTO PUBLIC LIBRARY PERSONNEL POLICIES

GENERAL

The work week of the library shall be Monday through Saturday. Employees will make every effort to be present at the times assigned, or will notify the library director or assistant librarian in case of illness or inability to report to work. Full time employment will be considered 37 hours per week.

Pay day will be every other Wednesday. If payday falls on a holiday, payroll will be processed on Tuesday. Timesheets are required to be completed and turned into the library director no later than the Monday before pay day. Funds will be direct deposited and available in the bank you have designated to the City of De Soto finance department.

EMPLOYEE BENEFITS

VACATION TIME:

Vacation time cannot accrue without approval from the library director. Otherwise, if time is not used within the twelve months of eligibility, it will be forfeited. The calendar year for the library is from November-October. Vacation time may be spent in increments as large as 10 days per quarter. Vacation time must not conflict with the library's staffing schedule. You will not be paid for unused, accrued vacation upon termination of employment. Vacation time will accrue on the anniversary of your hire date.

Full time employees will receive the following vacation benefits:

- Upon completing 1 calendar year of employment-5 days per calendar year
- Upon completing 2 calendar years of employment-10 days per calendar year
- Upon completing 5 calendar years of employment-15 days per calendar year
- Upon completing 10 calendar years of employment-20 days per calendar year
- Upon completing 15 or more calendar years of employment-30 days per calendar year

Part time employees will receive the following vacation benefits:

- Upon completing 1 calendar year of employment-vacation equal to the number of hours worked in one normal week
- Upon completing 2 calendar years of employment-vacation equal to the number of hours worked in two normal work weeks

SICK LEAVE:

All full time employees receive sick leave at the rate of one day per month, cumulative to 60 days.

If an employee is ill for a greater number of days than has been earned, the library director may grant additional unpaid time, based upon the number of years the employee has been with the library.

Part-time employees are not eligible for sick leave.

Upon termination of employment, unused sick pay will be paid to the employee in the amount of \$10 per day.

EMERGENCY LEAVE:

In case of death, serious illness or injury to the immediate family, full-time employees may be granted emergency leave with pay in addition to sick leave and vacation. Emergency leave cannot exceed three consecutive working days or a total of six working days per calendar year. Immediate family shall be defined as spouse, children, parent, sibling, grandparent, or grandchild.

BEREAVEMENT/FUNERALS:

Full time employees may take three days paid time to attend funerals in the immediate family. The immediate family is defines as spouse, children, parent, sibling, grandparent, or grandchild. One work day with pay is allowed for other relatives.

In all instances, the library director or assistant librarian should be informed of the circumstances. Additional time may be granted at the discretion of the library director.

FAMILY MEDICAL LEAVE ACT (FMLA):

PURPOSE

The Family/Medical Leave Act entitles the employee up to twelve weeks of unpaid leave in a given 12-month period for the following reasons; (1) the birth of a child and to care for such child; the placement of a child for adoption or foster care; (2) the serious health condition of a spouse, son, daughter or parent; (3) the employee with a spouse, son, daughter of parent who have a family member called up to or engaged in active military duty; and (4) the employee's own serious health condition which prevents the employee from performing their own job.

The Family/Medical Leave Act entitles the employee up to twenty-six weeks of unpaid leave in a given 12-month period for the following reason: The employee who is serving as caregiver (which is defined as

a spouse, son, daughter, parent or nearest blood relative) to a family member who was injured or became ill while on active military duty. The recovering service member must be a member of the Armed Forces (including the National Guard and Reserves who is undergoing medical treatment, recuperation or therapy, is in an outpatient status, or is on the temporary disability retired list, for serious injury or illness. A serious injury or illness is one incurred while in active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

RESPONSIBILITY

It is the responsibility of the employee to coordinate requests for family/medical leave with the director.

POLICY

It is the policy of De Soto Public Library to adhere to the requirements of the Family/Medical Leave Act of 1993 and continue to provide a "family friendly" environment between the employee and the De Soto Public Library.

PROCEDURE

When an employee requests to take Family/Medical leave, the following procedures will be adhered to. (an eligible employee must have worked for the De Soto Public Library at least twelve months and for at least 1,250 hours during the year preceding the requested leave). The employee is allowed twelve weeks of unpaid leave during each year.

1. The employee shall inform the director of impending leave. Employees must give 30 days advance notice to the director of the need to take FMLA leave when it is foreseeable for the birth or placement of a child for adoption or foster care, or for planned medical treatment. When it is not possible under certain circumstances to provide such advance notice, notice must be given "as soon as practicable".
2. The employee must obtain and complete Request Form A and forward to the director along with the following information:
 - a. BIRTH of a son or daughter – Certification of a physician or practitioner may be required.
 - b. FOSTER CARE of a child – State forms are required to complete this step.
 - c. SERIOUS HEALTH CONDITION of spouse, son, daughter, parent or employee – Certification of physician or practitioner may be required.
3. The Federal requirement is for unpaid leave; however, the De Soto Public Library requires the employee to use either sick or vacation leave, if available until depleted. The employee must choose what leave will be taken or portions thereof.

4. The law allows an eligible employee to take intermittent leave or to take leave on a reduced schedule when the employee or a member of an employee's immediate family is seriously ill. If leave is foreseeable, an employee is required to try to schedule the leave so as not to unduly disrupt the De Soto Public Library's operations.
5. The De Soto Public Library may request periodic reports from the employee regarding the status of the employee and the employee's intent to return to work.
6. If an employee has taken leave because of their own serious health condition, the employee will be required to submit medical certification on the employee's ability to return to work. The certification should be submitted to the director prior to the return-to-work date.
7. The employee shall coordinate at all times any changes that may occur during family/medical leave with the director.

PAID HOLIDAYS:

The following paid holidays will be granted each year to all full time employees:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Full time employees whose day off falls on a holiday may take an additional day off sometime in the current calendar year.

WORKMEN'S COMPENSATION: The De Soto Public Library is covered under the State's laws for Workmen's Compensations in the event of an on the job injury to any employee. Benefits will be determined by laws in effect at the time of the injury. On the job injuries should be reported immediately to the library director.

REPORTING OF ACCIDENTS: On the job accidents shall be reported to the director or assistant librarian or as soon as possible after the occurrence. Even accidents which do not result in injury or damage to equipment or property shall be reported to the supervisor in order that an investigation can be made to prevent future accidents. It shall be the responsibility of the director to investigate each accident and determine what caused it and take whatever steps necessary to prevent the occurrence of the same or similar accident. An incident report must also be filed and signed by the employee and the director.

MILEAGE REIMBURSEMENT:

Mileage for travel to conferences, scholastic book fairs, and other activities that are library related and pre-approved by the library director will be reimbursed at the rate currently approved by the IRS. Mileage reimbursement forms must be completed within one week of travel in order to receive reimbursement.

JOB DESCRIPTIONS

LIBRARY DIRECTOR

The library director will be considered a full time employee, and will be paid an annual salary determined by the budget committee and approved by a vote of the library board at its budget meeting each year.

The Board of Trustees shall select a library director with due consideration of the personal, educational, and physical qualifications required by the position. A minimum of 60 college hours preferred. Excellent oral and written communication skills, the ability to organize work effectively, working knowledge of general management practices, a general understanding of basic bookkeeping and office management, and a minimum of two years supervisory experience required.

Responsibilities include managing the daily operations of the library, patron services, staff supervision, coordinating services and programming, preparing and managing an annual budget, written reports, assisting in formulating library goals, objectives, policies, and procedures, developing and maintaining strong public relations partnerships, and the ability to carry out policies and procedures as set by the library board.

In addition, the library director will serve as a valuable team member in planning for the library and strengthening the De Soto community.

ASSISTANT LIBRARIAN

The assistant librarian will be considered a full time employee, and will be paid an annual salary determined by the budget committee and approved by a vote of the library board at its budget meeting each year.

It shall be the responsibility of the library director to select and supervise the assistant librarian. The following guidelines should be considered during the selection process:

- The assistant librarian should have at least a high school education, college credits would be preferred
- The assistant librarian should have the ability to understand and work with people, and in doing so, serve as a positive example to other employees
- The assistant librarian should have knowledge of books and reference materials and a willingness and desire to broaden this knowledge
- The assistant librarian should have the ability to learn the necessary clerical tasks and follow the library's prescribed routines
- The assistant librarian should have the ability to work harmoniously with other staff members and the desire to work as a team for the betterment of the library and the De Soto community

Job duties of the Assistant Librarian include directing the Library Clerks to ensure that prompt, efficient, and courteous service to the public is carried out on a day to day basis. Other duties include but are not limited to: working the Circulation Desk, shelving books, answering the phone, programming, overdues and billing, cataloguing, and other tasks assigned by the Library Director. Must be able to lift 40 lbs. The Assistant Librarian will also make recommendations to the Library Director regarding hiring, firing, promotions, or other staff status changes. In addition, the Assistant Librarian will serve as a valuable team member in planning for the library and strengthening the De Soto community.

LIBRARY CLERK

The library clerk can be considered either full time or part time, depending on the number of hours worked. Regardless of full time or part time status, library clerks will be paid on an hourly basis, as determined by the budget committee and approved by the board.

It shall be the responsibility of the library director and the assistant librarian to select and supervise the library clerks. The following guidelines should be considered during the selection process:

- Library clerk should have at least a high school education, college credits would be preferred
- Library clerk should have the ability to understand and work with people
- Library clerk should have knowledge of books and reference materials and a willingness and desire to broaden this knowledge
- Library clerk should have the ability to learn the necessary clerical tasks and follow the library's prescribed routines

- Library clerk should have the ability to work harmoniously with other employees, and the desire to work as a team for the betterment of the library and the De Soto community

Job duties of the library clerk include but are not limited to: working the Circulation Desk, shelving books, answering the phone, processing materials, shelf reading and shifting, and other tasks assigned by the Library Director or Assistant Librarian. Library clerks will offer prompt, efficient and courteous service to the public. Must be able to lift 40 lbs. In addition, the library clerk will serve as a valuable team member in planning for the library and strengthening the De Soto community.

CUSTODIAN

The custodian will be paid an annual salary as determined by the budget committee and approved by the board. The custodian will work two nights per week, and will not be eligible for benefits.

The custodian is responsible for ensuring the cleanliness of all areas of the library. Necessary cleaning supplies will be provided by the library, with the custodian responsible for keeping the library director informed of needed supplies.

PAGE:

The page is a part time position with a maximum of 12 hours per week paid on an hourly basis.

It shall be the responsibility of the library director and the assistant librarian to select and supervise the page(s). The following guidelines should be considered during the selection process:

- Page should be working on or completed a high school degree
- Page experience is not required, although preference may be given to people who have done work in the library as a volunteer
- Page should have the ability to understand and work with people
- Page should have the desire to learn the functions and purpose of the public library
- Page should have the ability to work harmoniously with other employees, and the desire to work as a team for the betterment of the library and the De Soto community

The page is responsible for general circulation of materials, shelving, shelf-reading, assisting patrons with copies, faxes, and general circulation questions. Must be able to lift 40 lbs.

LUNCH BREAK

A paid 30 minute lunch break will be given, to be taken at the allotted time in the provided break room area or outside of the library for employees working 6 hours or more. A 15 minute break will be given for employees working less than 6 hours.

EVALUATIONS: Annual increases shall be based on the performance evaluation given on the employee's anniversary date. The performance self-evaluation form supplied by the director shall be filled out completely by the employee. The employee must then submit the form to the director and a meeting will be held for review, rating, and questions. The employee's signature does not indicate agreement with the rating on the form, simply that the employee has seen the form and that the director has discussed it with him/her.

DISCIPLINARY PROVISIONS

CAUSE FOR DISCIPLINE:

The following are activities for which disciplinary action may be taken. The list does not intend to list all possible causes for disciplinary action, and the action taken will be in accordance with the seriousness of the violation and the circumstances surrounding it.

1. Obtaining materials or leave time based on fraudulent information, dishonesty, stealing, or other criminal acts.
2. Conviction of a felony or of a misdemeanor involving moral turpitude casting doubt on the ability to perform the job effectively.
3. Abusive or improper treatment of patrons.
4. Violation of any library rule.
5. Consistent violation of safety regulations or emergency procedures.
6. Destruction or loss of library property, including abuse of tools or equipment.
7. Absence from duty without permission, proper notice, or satisfactory reasons.
8. Falsifying records.
9. Insubordination: Non-compliance with rules, policies, assignment, procedures, provided the individual has been instructed (or given access to knowledge of proper systems) in what is expected.
10. The use of intoxicants, or controlled substances on the job, or reporting for work under the influence of intoxicants or controlled substances.
11. Discrimination on the basis of race, creed, color, marital status, national origin, religion, sex, actual or perceived sexual orientation or gender identity, age, handicap, political affiliation, or ancestry against subordinates, other employees, or patrons.
12. Sexual harassment of employees or patrons.
13. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.

14. Solicitation or acceptance of money or anything of value to influence decisions in public matters or as a reward for such decisions.
15. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that inefficiency of services result and increased costs of maintaining the individual on the payroll become counterproductive.
16. Non-cooperation by an employee with fellow employees or other personal conduct which substantially interferes with the performance of the employee's or another employee's work.

PUBLIC RELATIONS

The first duty of all employees is service to the public, and to offer prompt, efficient, courteous and friendly service to the public. Employees should remember that they are representatives of the library, and should create a positive public opinion in regards to the library. All requests from patrons should be treated as important. All patrons should be treated with dignity and respect. No one is to be discriminated against because of actual or perceived sexual orientation or gender identity, age, race, religion, political affiliation, and social or intellectual status.

Expressions of personal differences and antagonisms have no place in the library and will not be tolerated. It is important to be friendly and pleasant to patrons. Do not be overly loud in talking with patrons at the check-out counter, and do not share personal problems with patrons.

If a patron is angry about a library matter, listen to them and respond in a quiet voice. This will usually diffuse the situation. If not, keep your temper in check, but remain firm in upholding library policies and practices. Self-control and businesslike conduct is expected from all those on duty.

Questions about library policies and procedures should be directed to the library director or assistant librarian. Suggestions for improvements or constructive criticism are valuable and will be welcomed by the director.

PERSONAL USE OF OFFICE COMMUNICATION EQUIPMENT:

The De Soto Public Library provides phones, computer system, and internet access for employees to use for business purposes. To promote the professional use, the following rules apply:

Computer-Internet

- Employees should use the computer systems, including e-mail and internet, for library business only.
- Occasional and minimal use of e-mail or the internet for personal use is permissible, if not abused. Such use can interfere with library business.

- Use of the computer system for any profit-making enterprise is strictly prohibited.
- When using the internet, employees must avoid accessing any sites that depict sexually explicit, obscene or offensive material. Equally, the computer system may not be used to transmit, by e-mail or other means, any such material. The library takes this policy very seriously and any violation will ordinarily result in discharge.
- The library owns the computer system. Employees have no expectation of privacy in any e-mail message, internet searches, or any other information on their computer or work email account. The library reserves the right to periodically monitor and inspect computers without notice to the employee. Employees should expect that such monitoring will occur and act accordingly.

Telephone

The library telephone system is designed and intended solely for business use. Employees are permitted to use the phone system for personal calls of a limited nature as long as such calls do not interfere with library duties. Employees should normally limit personal calls to lunch and break times. The use of mobile phones, including text messaging, should be limited to business use. Management understands that a certain amount of personal business needs to occur during business hours, but the practice should be limited. As a general rule, the use of mobile phones while driving is prohibited.

EMERGENCY PROCEDURES:

Employees are expected to read the emergency procedures manual annually, and follow the procedures as set forth in the manual.

INCLEMENT WEATHER CLOSURES:

If it snows/ices overnight and the De Soto school district cancels school, then the library will open 2 hours late (11:00 a.m.) unless notified by the library director otherwise. If after 2 hours the roads are still determined to be unsafe, the library will be closed for the day and the library director will notify employees of the closure. If you are not notified by the library director of a whole day closure, then the library will open at 11:00 a.m. and employees are expected to report to work, or contact the director otherwise.

COMPLIANCE WITH GOVERNMENTAL REGULATIONS:

Section 1. The library board will comply with all federal statutes relating to non-discrimination. These include but are not limited to the following:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972, as amended (29 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps;
- The Age Discrimination Act of 1975 as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- The Drug Abuse Office of Treatment Act of 1972 (P.L. 93-255) as amended, relating to non-discrimination on the basis of drug abuse;
- The comprehensive Alcohol Abuse and Alcoholism prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Employment Non-Discrimination Act of 2013 - (Sec. 4) Prohibits covered entities (employers, employment agencies, labor organizations, or joint labor-management committees) from engaging in employment discrimination on the basis of an individual's actual or perceived sexual orientation or gender identity.

Section 2. Drug Free Workplace: Employee safety is of paramount concern to the library board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. Therefore, the library board shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any library property. Employees who violate this policy will be subject to disciplinary action, which may include employment suspension, termination, or referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this library is hereby notified that as a condition of employment, the employee must abide by the terms of this policy and will notify the library director of any criminal drug statute conviction for a violation occurring in or on the premises of library property or while engaged in regular employment. Such notification must be made by the employee to the director in writing no later than five calendar days after conviction. The library director will provide notice in writing of such violation to the appropriate federal agency within ten calendar days after the library director receives such notification, if the library receives any federal grants directly from such agency, as opposed to federal grants received through the Missouri State Library.

The library board will take appropriate disciplinary action within 30 days.

The library director will inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee will receive a copy of this policy.

The library board recognized that employees who have a drug abuse problem should be encouraged to seek professional assistance, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility is available.

When it is evident that an employee has consumed alcoholic beverages or illegal drugs off library property during and/or before appearing for work, the employee will not be allowed to remain on the library property. Employees who violate this regulation will be subject to the same penalties as for possession or consumption on library property.

The library board hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Upon request of the Missouri State Library or an agency of the United States Government, the library shall certify that it has adopted and implemented the drug prevention program described in this document, in the form required by the agency.

The library board shall conduct an annual review of this policy to determine its effectiveness, implement necessary changes, and to ensure that disciplinary sanctions are consistently enforced.

Revised and Approved: 9/12/2016