

PERSONNEL

As employees of the City of Mechanicsville, all Library employees will be guided by the City of Mechanicsville Employee Handbook as approved by the Mechanicsville City Council.

Hiring Procedure

- The Mechanicsville Public Library is an equal opportunity employer.
- The Library will advertise in the local newspaper, on the State Library of Iowa's Job List website, and post signs at the library-and city hall.
- Background checks will be performed using the Iowa Division of Criminal Investigation for all hired paid-employees.

Responsibilities

The Library Board is responsible for:

- Employment of the Library Director.
- Reviewing and approving Library policies.
- Performing the Library Director's Annual Review.
- Reviewing grievances.
- Planning for the future of the library with community input.

The Director is responsible for:

- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, city ordinance, rules and the policies of the city and the board.
- Making reports and recommendations to all the board and city officials.
- Recruiting, selecting and assigning library employees and volunteers.
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant polices to library employees and volunteers.
- Appointing or removing employees or volunteers.
- Administering discipline.
- Conducting the appropriate steps in the grievance procedure.
- Recommending changes in policy as necessary.

Orientation Period

All new employees will have an orientation period. The orientation period is intended to be the time used to train and observe the employee. The orientation period shall be regarded as part of the evaluation process. Evaluations will happen at 3 and 6 month marks.

Employee Conduct

Hours of work are scheduled to meet the requirements of the Library. Employees are to be at their places of duty ready for work at the time assigned and are to remain until relieved or the assignment completed. When an employee is unable to report to work on time the Director

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should be notified as far in advance as possible, and always before the time the employee is to report to work.

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and project an image that inspires the confidence of citizens and others with whom the employee must associate during work.

Conducting personal or non-duty related activities are discouraged during work hours, except with the approval of the director. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business.

Employee Development

Because continued education is vital to effective library service, the Library encourages its staff to seek additional training. Programs may include courses, conferences, seminars, workshops, demonstrations, assignment of reading matter, or other methods available to improve effectiveness and broaden the knowledge of employees in the performance of their duties. Course fees, mileage, meals, lodging and staff time may be paid for by the Library, as approved in advance and as outlined in the City of Mechanicsville Employee Handbook. Receipts will be required for reimbursement of expenses.

Employee Benefits

Employee benefits are as outlined in the City of Mechanicsville Employee Handbook.

Performance Appraisal

A written performance appraisal shall be conducted annually for the Library Director. Following the review, the Library Director shall acknowledge receipt of a copy of his/her performance review by signing the document. Signing the performance review does not express or imply that the employee agrees with the information contained in the report.

The Library Director is entitled to respond in writing to anything contained in his/her own Performance Review Report Evaluation. An employee's written response shall be included in their personnel file.

Staff Annual Performance Appraisals are at the discretion of the Library Director or request of the staff. Ideally the Director and staff are in regular communication with performance and training.

Resignation of Employees

A written letter of resignation is expected at least two weeks prior to the employee's leaving. A written letter of resignation of at least four weeks is expected from the Director when leaving.

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Retirement of Employees

Employees are expected to give as much notice as possible in writing to the Director of their intent to retire. Early retirement (before age 65) is possible under the Iowa Public Employees Retirement System.

Disciplinary Policy

The purpose of this policy is to ensure the orderly and efficient operation of the Library by requiring employees to adhere to common standards of work conduct at all times.

Iowa is an Employment-at-Will state. Absent an employee contract, the employment relationship can be terminated by either party – employer or employee – for any lawful reason or no reason at all within the guidelines of all prevailing Iowa and Federal laws associated with employment. Therefore, employment may be terminated any time regardless of the process outlined below:

The Mechanicsville Public Library will follow the guidelines as outlined in the City of Mechanicsville Employee Handbook. Disciplinary actions or measures may include any of the following:

- First occurrence – reprimand employee
- Second occurrence – reprimand, repeat instructions and warn that a repetition may result in a layoff of one week.
- Third occurrence – layoff, warn next repetition may mean discharge.
- Fourth occurrence – discharge

Harassment

Acts of harassment by any employee are prohibited employment practices and are subject to disciplinary measures including discharge. The Mechanicsville Public Library will follow the guidelines as outlined in the City of Mechanicsville Employee Handbook.

Staff/Board Privileges

Members of the staff of the Library, and Library Board Members, have certain privileges to which they are entitled while employed. The Director or Board may revoke any or all such privileges if abused.

These include the privilege to:

- Pay no processing fees for damaged or lost materials; only replacement costs.
- Make up to 10 photocopies per week for personal use at no charge.

Public Information

The following employee information, will, upon request, be provided to any individual or institution by the library:

- Employee name
- Employee compensation including list of benefits

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- Employee hire date and separation date
- Positions held with the library

Job Descriptions: See Forms

Adopted: 2/23/1988

Revised: 4/27/2009

Revised: 4/27/2011

Revised: 2/7/2018

Revised/Reviewed: 1/6/21

Revised/Reviewed: 4/3/24

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