

# **Montezuma Public Library Personnel Policy**

## **I. Employment**

- A. The Library Board of Trustees will employ a Library Director and such assistants as necessary and determine their compensations. No personnel decision or actions will be unlawfully influenced in any manner by consideration of an individual's race, sex, color, creed, religion, national origin, age or disability.
1. The Library Director's salary and assistants' hourly pay will be reviewed annually according to rate adjustments established by the City Council.
    - a) Library Director is paid 24 times per year.
    - b) Hourly employees are paid 12 times per year.
  2. New employees will serve 180 calendar days of probation, and promoted employees will serve 90 days, but may be extended by mutual agreement.
  3. All payroll and employment records are kept on file with the City Clerk.
  4. The sick leave, personal/emergency leave, court leave, funeral leave, military leave, maternity leave and items covered by the Family and Medical Leave Act of 1993 will comply with city policies.
  5. Full-time employees shall be entitled to a paid vacation on the following basis:

### **Years of continuous service days of vacation**

**Completion of 1 year from starting date: 1 library week**

**Completion of 2 years from starting date: 2 library weeks**

**Completion of 10 years from starting date: 3 library weeks**

**Completion of 20 years from starting date: 4 library weeks**

Vacation time must be used in the year it is incurred.

6. Holidays comply with seven (7) days recognized by the City Clerk's office: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving and Christmas Day.
7. Retirement benefits and health insurance benefits will comply with city policies.
8. An employee injury suffered while on the job will be covered by Workmen's Compensation, not sick leave. Each employee is required to file appropriate paperwork with the City's Workmen's Compensation carrier within 72 hours of the injury.
9. The Board has the authority to remove the Library Director, assistants or employees by a vote of 2/3 for misdemeanor, incompetence or inattention to duties as required by Board Policy subject to the provisions of Chapter 35C of the Code of Iowa.

## **II. Continuing Education**

- A. Provisions will be made for staff attendance at workshops and professional meetings as required for continuing education. All expenses and mileage will be reimbursed.

## **III. Resignation**

- A. Employee resignations are to be submitted in writing at least 14 days in advance of separation date. The Library Director will be expected to assist in the training of any new employees.

## **IV. Retirement**

- A. Retirement age is 65 years of age, but this may be extended from year to year at the Board's discretion.

**Adopted June 13, 2007, by the Montezuma Public Library Board of Trustees**

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