

Policies of the Albion Municipal Library and Heritage Center

Policy Section 8.1 Personnel Policy for the Director

- A. The Library Board shall elect, appoint and when necessary for valid reasons, dismiss the librarian.
- B. The person so appointed shall be in charge of the administration of the library.
 - The director shall be responsible to the board in matters pertaining to and concerning the library; be present at monthly meetings and prepare and present a monthly financial report and such other reports as requested.
 - The director shall prepare an annual budget to be presented to the city council by the President of the Library Board.
 - The Director recruits, selects, hires, supervises, evaluates, and terminates library staff in conformity with civil service regulations; oversees the staff training program; and recommends improvements in staffing, organization, salaries, and benefits to the library board.
 - The Director shall have the responsibility for collection development for all material in the library - this includes selection, ordering, processing, weeding, and inventory of the collection within the guidelines of the policy.
- C. Benefits: All employees of the library are part-time and receive no benefits.
- D. Salary: All employees shall receive an hourly wage for the time worked. Salaries will be reviewed annually during budget preparation.
- E. Holidays: The Albion Municipal Library will be closed on all designated city holidays.
- F. Workshops, Meetings, Conventions: Each year an amount will be budgeted for workshops, meetings and conventions. Reimbursement will be received for workshop fees, mileage, and lunch after submitting receipts to the city clerk. The Library Board of Trustees is also encouraged to attend and participate in continuing education activities.
- G. Substitute Librarian: The salary of the substitute will be negotiated in accordance with their experience and responsibilities, salary being not equal to, or more than the librarian's hourly rate.
- H. Jury Duty: Time off with pay will be granted to employees if required to perform jury duty during normally scheduled library hours. It is the Board's intent for employees to avoid suffering a loss of pay on the day when the jury duty was performed. No employee shall receive compensation from both the county and the town for any given day, however, the employee may decide which compensation he/she prefers, either the county or the town.
- I. Vacation Policy:
 - No employees shall receive paid vacation time because they are all part-time employees.
 - All employees are required to inform the Director of any time asked off, at least two weeks in advance.
 - The Director may choose to have her/him-self or another employee make up time lost.
- J. Leave of Absence: No pay will be issued for any request of leave of absence because all are part-time.
- K. Funeral Leave: No pay will be issued for any request of funeral leave because all employees are part-time.
- L. Maternity Leave: No pay will be issued for any request of maternity leave because all employees are part-time.
- M. Sick Leave: No pay will be issued for any request of sick leave because all employees are part-time.
- N. Work Schedules: The Director is responsible for work schedules and making sure there is coverage for every open hour of the library. However, in the case of an emergency, if/when the director is not available and the employee (who might be working alone) needs to leave for any reason, the employee needs to contact at least one Library Board member.
- O. Disciplinary Policy: An employee of the Albion Municipal Library may be dismissed for any action or behavior that causes the Library's image of operation to be diminished. This includes, but is not limited to: incompetence, misconduct, inattention to assigned duties or unapproved absences from work. Termination would be the final step and would follow:
 1. A substandard performance appraisal
 2. Verbal and/or written warnings
 3. Suspension and/or Extended probation

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, Albion Municipal Library reserves the right to dismiss

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Policy Section 8.1 cont. ~ Personnel Policy for the Director

an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

P. Grievance Procedure:

It is the intent of the Albion Municipal Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

- If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
- If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will, in turn, present the concern, during closed session if requested, to the full board at the next or a special board meeting.
- The representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

Q. Resignation:

- Two week notice is required of all library personnel.

R. Sexual Harassment Statements:

The Albion Municipal library is committed to providing a work environment free of sexual harassment.

The Board adopts and strongly supports the following sexual harassment policy:

1. It is against the policies of the Albion Municipal Library for any employee, town official, or library trustee to sexually harass an employee by (a) making sexual advances, requesting sexual favors, or other verbal or physical conduct of a sexual nature, a condition of continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or creating an intimidating, hostile, or offensive working environment by such conduct.
2. Any employee who believes he/she is the subject of sexual harassment incident should report the alleged act immediately to his/her supervisor. If, for any reason, you are reluctant to report the incident to your supervisor, you may contact the library board president or any other library trustee.
3. A confidential investigation of all complaints will be undertaken. Anyone found by the Library Board (or the City Council should the harassment concern a Library Board Trustee) to have sexually harassed a library employee will be subject to sanctions up to and including termination or prosecution, depending on the circumstance.
4. The question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in the matter. Given the nature of this type of conduct, we also recognize that false accusations of sexual harassment can have serious effects on innocent people. We hope and trust that the library will continue to remain a pleasant working environment free of harassment.