

# Earlham Public Library

## **POLICY: Employee Personnel Policy**

Adopted: **December 9, 2014** Last Revision: **May 8, 2018** Next Review: **December 2021**

**Board President Signature** \_\_\_\_\_

## **Employee Personnel Policy**

Effective January 1, 2015, Earlham Public Library employees are considered Permanent Part-time and/or Full-time Employees\* of the City of Earlham and thus are covered by the City of Earlham Personnel Policy. The full Personnel Policy Manual for the City of Earlham is attached.

Key Policy Components:

- **Residency:** Library employees shall be residents of the State of Iowa at the time of employment with the city and shall remain residents of the State of Iowa during their employment.
- **Evaluation:** Library employees shall receive an annual employee performance evaluation by their supervisor in November.
- **Vacation:** Part-time library employees do not receive vacation. Full-time library employees will receive vacation in accordance to the Personnel Policy Manual for the City of Earlham.
- **Holidays:** The City will observe the holidays listed below. If the library is open for all or part of a holiday, employees who work will receive 1.5 their normal pay rate. Employees who do not work on a holiday do not receive any pay for that day.
  - January 1
  - President's Day
  - Memorial Day
  - July 4
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - Day following Thanksgiving Day
  - ½ of December 24
  - December 25
  - ½ of December 31

- **Leave of Absence:** A library employee desiring a leave of absence from employment shall secure written permission from the Library Director. The Library Board must approve a leave of absence by the director. All leaves of absence shall be without pay, unless they are by a Full-time employee using accrued PTO or Holiday Pay.
- **IPERS:** All library employees will be required to participate in the Iowa Public Employees Retirement System (IPERS) if the employees' gross wages are at least \$300 for two consecutive quarters worked.
- **Injury While on Duty:** All employees are covered by Workers' Compensation Insurance for job-related illness or injury. Reporting illness or injury immediately to supervisor is critical for payment qualification. A physician's statement will be required prior to resuming work.
- **Leaving Employment:** A library employee who chooses to leave employment will give two weeks' notice. An employee whose job is terminated will be given two weeks' notice. An employee discharged for just cause shall forfeit right of notice and other employee benefits. Just causes for discharge may be any of the following:
  - Disregard of Safety Rules
  - Insubordination
  - Malicious Damage of Equipment
  - Being Under the Influence and/or Use of Alcohol or Drugs While on the Job
  - Disregard of City Policies
  - Dishonesty
  - Offensive Language
  - Any Act Which Might Embarrass or Harm the City or other Employees

\*"Permanent Part-Time Employee" is defined as a person who works less than 40 hours per week with partial benefits. To be considered a "Permanent Full-Time Employee" and receive full benefits, the employee would need to work 40 hours or more per week.