

Policy Manual

SouthWest Iowa Library Service Area

Adopted

Personnel: March 22, 2002

Amended

6-14-02 (holidays)

2-19-04 (mileage rate)

6-18-04 (holidays on weekends)

12-4-08 (in-laws added to bereavement leave; added “or sexual orientation” to nondiscrimination statement)

12-13-10 (struck “in the future” from statement re: amendments to Equal Opportunity Law)

Personnel Policies

General Policy Statements:

The purpose of this policy is to provide the employees of the Southwest Iowa Library Service Area (known as SWILSA) with a ready reference guide to personnel policies and procedures.

- SWILSA reserves the right to change this policy at any time. This policy does not constitute a contract of employment.
- If there is a written contract for employment, the contract shall supercede any conflicts from this policy
- Employment is “at-will.”
- It is the policy of SWILSA not to discriminate on the basis of race, religion, national origin, sex, sexual orientation, age, or disability.
- SWILSA believes in treating every employee with dignity and respect. Our employees are our greatest resource.
- SWILSA believes in compensating employees on the basis of comparable pay for comparable work with the community; and

attempts to provide equitable conditions of employment and consistency in the application of this policy.

- It is the responsibility of all employees and a condition of their employment to abide by SWILSA policies and procedures. It is the responsibility of the administrator to administer this policy (and all other policies) in a consistent and impartial manner.

Our Promise to Our Member Libraries of SWILSA:

We will strive always to provide:

- Friendly and helpful service from knowledgeable staff.
- Quality service on-site, on the telephone, and online.
- Personal attention.
- Timely consulting, by phone, e-mail, or on-site.
- Workshops and training, convenient to our libraries, on current issues, and the current & future needs of our libraries.
- Information provided quickly and accurately by responding with answers or status report to questions by the next working day.
- Up-to-date information and announcements about library events, issues, and deadlines.
- Professional materials to support library management.
- Materials to support library services and programs.

Employment Definitions:

Administrator: Hired by and reports to SWILSA board; the person to whom other employees are directly responsible. Masters Degree in Library Science is required.

SWILSA: Southwest Iowa Library Service Area.

Permanent full-time employee: One who works 30 hours per week and are eligible for all employee benefits.

Permanent part-time employee: One who works less than 30 hours per week. May be eligible for pro-rated benefits if budget available.

Professional employee: One whose primary duties are to perform work requiring knowledge obtained through a Master's Degree in Library Science.

Pay Scale:

Regular salaries are established as close as possible to other professional and clerical positions within the community.

Account is taken for background and experience. Salary reviews shall be made annually by the Administrator and presented to the Board for their final determination.

The salary of the Administrator is set by the Board.

Equal Opportunity:

The SWILSA will comply with the equal opportunity law as issued by the U.S. Department of Labor in 1991 and as amended by them.

Orientation/Probationary Period:

All new staff members are considered to be on probation for 6 months. Benefits will be accumulated during this period, but the employee may not use these until permanent status has been attained. If, for any reason, the Administration wishes to terminate employment during the probationary period or to extend the time, it may be done without the right of appeal to the Board.

Retirement:

SWILSA shall not require the involuntary retirement of any employee because of age, provided that the employee shall satisfactorily fulfill any and all bona fide requirements of the position. The employee shall submit a "Letter of Retirement" to the Administrator no later than 60 days before their intended date of retirement.

Appointments:

The Administrator is hired and dismissed by the Board of Trustees. The Administrator hires and dismisses all other staff for the Library Service Area.

Evaluations:

For purposes of continual growth each employee of SWILSA will be given an annual evaluation. The Administrator will evaluate all SWILSA employees.

Although all board members will be asked to contribute in this evaluation, the Board Chair will appoint a two-person Personnel Committee for the purpose of organizing and tabulating the results for the evaluation of the Administrator.

A copy of the review will be given to each employee and another will be placed in the Employee Personnel File.

Resignation:

The Administrator must present one month's notice in writing of intention to resign. All other personnel will give two weeks written notice.

Salary Payment:

Salaries shall be paid bi-monthly on the 15th and last day of each month.

Worker's Compensation:

Worker's Compensation Coverage will be carried by SWILSA as required by law. If a work related accident occurs, report it to the Administrator immediately.

Social Security and IPERS:

FICA (Social Security and Medicare) and IPERS (Iowa Public Employees Retirement System) will be deducted per Federal law from each check and matched by SWILSA.

Health Insurance:

The single premium rate for the LSA-State health insurance program is paid for permanent full-time employees. Any employee who elects not to be covered under the plan must sign a waiver. An employee

may have the opportunity to have family coverage. The employee must pay the difference between the single and the family premium.

The Cobra Law is in effect for all qualified employees in that health insurance coverage is available at the employee's expense after employee separation.

Personnel Files:

Employee personnel records are confidential, pursuant to Iowa Code 22.7 (11). Personnel records shall be maintained by the Administrator. It is the policy of SWILSA that each employee should be free to examine their own Personnel File.

Drug-Free Workplace Policy:

In accordance with Executive Order 38 by the Governor of the State of Iowa in compliance with the U.S. Drug-Free Workplace Act of 1988, SWILSA hereby certifies that it will provide a drug-free workplace.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or possession or use of alcoholic beverages by an employee of SWILSA while engaged in the performance of the employee's duties are prohibited. The employee will abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Violations of this policy may result in disciplinary action up to and including termination of employment. Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.

“Controlled substances” are defined as those substances in Schedules I-V of Section 202 of the Controlled Substance Act, 21 U.S.C. 812; 21 C.F.R. 1300.11-13000.15.

Sexual Harassment:

It is the policy of SWILSA that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of SWILSA’s strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment has been defined by the Federal and State regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual acts or favors, or other physical or verbal conduct of a harassing nature by supervisors or others in the workplace. Any employee who has a complaint of sexual harassment at work by anyone, including the Administrator, co-workers, or visitors should immediately bring the problem to the attention of the Administrator or Board of Trustees.

Nepotism:

It is the policy of the SWILSA to not hire immediate family of current employees as permanent full-time or permanent part-time employees.

Library Organizational Memberships:

SWILSA shall pay annual membership dues for the Administrator to the Iowa Library Association and the American Library Association.

Travel Expenses:

Staff members are urged to attend professional meetings, conferences, and workshops. Out-of-state conferences or seminars and programs of continuing education must be presented to the board for prior approval of financial reimbursement and length of absence.

To help defray travel costs, the Administrator is asked to use the SWILSA car as much as possible. The rate will be that of the State of Iowa's reimbursement.

\$125 per diem is the maximum allowable meals and lodging.

Work Load:

Office Hours: Monday – Friday are 8:00 a.m. to 12 noon & 1:00 p.m. to 5:00 p.m.

All employees are entitled to 20-minute breaks for each four hours of work.

Longevity:

If a permanent part-time employee has been given a promotion to permanent full-time employee, his/her previous work time at SWILSA will be pro-rated for longevity.

Leaves:

Holidays: Permanent full-time employees will be granted ten official holidays each year. These 11 days will be designated by the Board of Trustees on a yearly basis at the last regular board meeting prior to the beginning of the calendar year. If a holiday falls on a weekend, staff will be take the nearest weekday as the holiday. Permanent part-time employees will be granted those same holidays on a pro-rated basis.

Medical: Each permanent full-time employee is entitled to 18 working days annually, 1.5 days per month, of medical leave with pay. Five medical leave days per year may be used for immediate family (parent, child, spouse) health needs. Medical leave is cumulative to a maximum total of 90 days.

Permanent part-time employees shall be awarded pro-rated medical leave.

Upon retirement, termination, or lay-off, an employee shall not receive compensation for accrued or unused medical leave.

Childbirth/Adoption: In the event of absence from the office due to pregnancy, childbirth or adoption, permanent employees may be granted medical leave and/or vacation leave or any combination of the two up to the basic entitlement for medical and vacation leave.

Unpaid Family and Medical Leave: If an absence or illness or injury extends beyond the sick and vacation leave accrued to the credit of the employee, the employee may be granted further unpaid leave, up to 12 workweeks, in accordance with the Federal and Medical Leave Act if the employee has been employed at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the start of such leave. If the necessity for such unpaid leave is foreseeable, the employee must notify the employer at least 30 days before the leave is to begin. If a 30-day notice is impractical, the employee shall provide as much advance notice as is possible. Failure to provide notice may result in denial of leave. All requests for leave for serious health reasons must be supported by a certification issued by an appropriate physician (or physicians, if further opinions are deemed necessary by the employer.)

Court and Jury Services: When in obedience to a subpoena or direction by proper authority, an employee appears as a witness or jury member for the Federal government, the State of Iowa or a political sub-division thereof, he/she shall be entitled to a leave of absence from regular duty with regular compensation.

Military Leave: Military leave shall be granted in accordance with the Iowa State Law and such right and privileges as it provides.

Severe Weather: The safety of our employees should be the highest concern. It will be up to the Administrator to determine when the SWILSA office will be closed for severe weather. When the Administrator finds it advisable to close the office, this will be considered a paid day.

Bereavement Leave: A permanent full-time employee will be granted up to 5 days of leave with pay for funerals of immediate family (parent, child, spouse, sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law). Funeral leaves for any other than

immediate family shall be granted at the discretion of the Administrator.

Vacation: Vacation is the employee's reward for conscientious and loyal work. To maintain a healthy and balanced life every employee needs paid time off from work.

Vacation will be awarded on July 1 of each fiscal year and should be used during that fiscal year. If the employee does not take all of his/her vacation during the fiscal year, he/she will be able to "hold over" six months accrual.

Vacation leave shall be requested in advance and approved by the Administrator.

Vacation accrual starts on first day of employment and is pro-rated to the end of the fiscal year, but cannot be taken until probationary time is fulfilled.

The Administrator and other Professional Employees will receive 20 days vacation per year.

Other permanent full-time employees will receive 10 days vacation for 1 – 3 years of service, 15 days vacation for 4 – 9 years of service, and 20 days vacation for 10 or more years of service.

Permanent part-time employees will receive pro-rated vacation days.