

## **Chapter 9 PERSONNEL**

Employees of the Baright Public Library are considered ~~to be~~ employees of the City of Ralston and therefore fall under the regulations set forth in the City of Ralston's Personnel Policy. The Library is an equal opportunity employer and follows all aspects of the equal opportunity law as specified in the City of Ralston Personnel Policy Manual. The Library supports the Federal Drug-Free Workplace Act of 1988 and all aspects of the law as stated in the City of Ralston Personnel Policy Manual.

### **SECTION 1:           EMPLOYMENT**

The selection of staff members is based upon merit with due consideration given to personal and educational qualifications. Job applicants are required to complete a City of Ralston application form to be placed on file and to follow established City procedures for job applications. Job applicants will be selected for interview with the Library Director and/or designee. In certain instances, an interview with the Board may be deemed necessary.

Employee work assignments and conduct are the responsibility of the Library Director or designee. All employees are subject to an annual written evaluation, to be performed by the Library Director or designee.

### **SECTION 2:           PERSONNEL RECORDS**

The City Clerk's office at City Hall will maintain the official personnel records for all library employees. The Director will maintain such working files as are necessary for day-to-day administration.

### **SECTION 3:           VACANCY ANNOUNCEMENTS**

The Library Director will examine the feasibility of filling vacancies and increased workloads requiring additional personnel through the promotion or transfer of current library employees.

City procedures will be followed. Vacancies will be listed with the Nebraska Library Commission and on other library job sites as needed.

#### **SECTION 4: PROMOTIONS**

Staff vacancies will be filled by individuals already employed by the library whenever possible. The Board reserves the right to establish qualifications for employment when filling staff positions.

#### **SECTION 5: PERFORMANCE EVALUATIONS**

Performance appraisals will be conducted in compliance with the City of Ralston Policies.

#### **SECTION 6: GRIEVANCE**

Employees may establish a grievance committee of two persons who are to direct their grievances to the Library Director by letter. The Director is required to consult the Board within one month. Should the Director fail to do so, the grievance committee may direct their letter to the Board.

#### **SECTION 7: ATTENDANCE**

Employees are expected to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Library Director or designee as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action in accordance with the City of Ralston's Policies.

#### **SECTION 8: TIME KEEPING**

Accurately recording time worked, to the closest quarter hour, is the responsibility of every non-exempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job, performing assigned duties.

#### **SECTION 9: BREAKS**

Due to the hours of operation for the library, the Library Director will establish meal and break periods to ensure that policies are in compliance with federal employment regulations.

## **SECTION 10: TELEPHONE AND ADDRESS CHANGES**

It is the responsibility of each employee to promptly notify the Library Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other factors impacting personnel, payroll, or insurance should be reported in order for all personnel files to be kept accurate. The Library Director will ensure that all appropriate City offices are notified of the changes.

## **SECTION 11: TRAINING AND CONTINUING EDUCATION**

The Library Director or designee will train employees in regard to necessary work procedures. Employees are responsible for following established procedures pertaining to their work assignments.

The Library Director will send employees to appropriate continuing education classes, workshops, and seminars to assist them in the performance of their duties and to prepare them for the future needs of the Library.

The Library follows City Policy on educational assistance.

## **SECTION 12: PROFESSIONAL EXPENSES, CONVENTIONS, MEETINGS, SEMINARS, AND TRAVEL**

The Board wishes to encourage the attendance by all staff members at professional meetings, conferences, and conventions. Whenever possible, paid leave will be allowed for staff to attend. Library funds will be used to pay for mileage at a rate comparable to that allowed for the City for a maximum of two cars. In addition, registration fees, lodging, and meal costs for staff and trustees who attend state and district meetings will be paid.

## **SECTION 13: RETURN OF LIBRARY PROPERTY**

Any employee leaving library employment, whether through resignation, layoff, dismissal, etc., will be responsible for returning any Library/City property. Upon termination of employment, such property will be returned to the Library Director prior to the employee receiving their final paycheck. Failure to do so will result in the cost for unreturned items to be deducted from the employee's final pay.

## **SECTION 14: E-MAIL USAGE**

E-mail is essential in accomplishing job duties. However, employees should be aware of the following when using e-mail at work:

- E-mail messages are subject to search at any time, with or without notice.
- Employees may not use e-mail for any non-business related reason, including soliciting or supporting private business ventures or political or religious causes.
- Employees who use e-mail to communicate vulgar, offensive, or inappropriate messages, including racial or sexual slurs, will be disciplined.
- Using unauthorized codes or passwords intended to gain access to the e-mail files of other employees is prohibited.

The improper use of e-mail can result in disciplinary action, in accordance with the City of Ralston's Personnel Policy Manual.

## **SECTION 15: SMOKING IN DESIGNATED AREAS**

In keeping with the City's intent to provide a safe and healthy work environment, smoking is prohibited, except in designated areas, in all City buildings. This policy applies equally to all employees, customers, and visitors.

## **SECTION 16: DRESS CODE**

The Baright Public Library is a public service agency with a friendly, yet professional environment, and every employee represents the library and the city and should dress in relaxed business casual attire.

Relaxed business casual attire-means clothing that is comfortable, yet appropriate for an office environment. Employees are to be clean and neat when reporting to work. Short shorts, warm-ups, leggings, workout attire, yoga pants, or other casual clothes are not acceptable attire. Clothing that is see-through or reveals too much cleavage, back, chest, stomach, legs, or underwear is not appropriate work attire.

Jeans are permissible. For library work, choose dark and solid wash jeans. Faded, worn, torn, embroidered, or embellished jeans are not acceptable.

Any clothing that is otherwise revealing, distracting, provocative, or contrary to a professional setting is unacceptable. Library logo and summer theme shirts may be worn.

Sensible, stylish shoes, sandals, or boots that complement the employee's clothing and that are appropriate for work situations may be worn.

Volunteers should dress appropriately.

Some people are allergic to fragrances, so wear with restraint.

Library name badges are provided to all employees.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees who are uncertain about acceptable work clothing should consult the Library Director for further clarification about appropriate attire.

## **SECTION 17: COURTEOUS BEHAVIOR**

Employees of the Baright Public Library will adhere to the following policies regarding courteous behavior:

- Library staff will treat supervisors with respect and carry out all orders to the best of their ability without delay or argument.
- Library staff have the opportunity to make a written request for questioning or clarification of orders or the reason for those orders.
- Library staff will conduct themselves in such a manner as to be a credit to the library.
- Library staff will be honorable in all their relations with each other by not making false reports and gossip concerning another employee or library or municipal matters, nor will employees act in such a manner directed toward creating dissension with other city departments.
- Library staff will not consume, be under the influence of, or have in his/her possession while on city property, any alcoholic beverage and/or any controlled substance.
- Library staff will not engage in any form of gambling on Library or City property.

Library employees must always be courteous to the public. Courteous behavior towards the public includes:

- Smiling and being approachable.
- Being tactful in the performance of duties.
- Controlling one's temper.
- Exercising the utmost patience and discretion.
- Not engaging in arguments even in the face of extreme provocation.
- Not using language or gestures that are coarse, violent, profane, or insolent.
- Not expressing any prejudice concerning race, disability, religion, politics, sex, national origin, lifestyle, or similar personal characteristics.

**SECTION 18: SOLICITING BUSINESS**

Employees will not solicit subscriptions, sell books, papers, tickets, merchandise, or other items or collect money or other items of value for any purpose whatsoever without the approval of the Library Director.

**SECTION 19: Political Activities by Employees**

Approved August 19, 2010

Employees may engage in political activities on their own time. Unless specifically restricted by a federal or state law, employees may not participate in political activities when engaged in the performance of their duties.

Approved August 16, 2007

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