

Geneva Public Library Personnel Policy

Equal Opportunity Employment

The Geneva Public Library is an equal opportunity employer. Discrimination on the basis of race, color, creed, sex, national origin, religion, non-job related handicap, age, veteran, or political affiliation; with respect to the terms and conditions of employment including, but not limited to, recruitment, selection, hiring, promotion, demotion, layoff, recall, transfer, and/or dismissal is prohibited.

Filling Vacancies

In the event of a vacancy, the position of Library Director will be advertised at least three successive weeks. The objective of the Board of Trustees is to obtain individuals qualified and/or trainable for the position by virtue of education, training, experience, and personal qualifications.

Personnel Duties

The Library Director shall:

- Be responsible for all areas of library management including personnel supervision, acquisitions, technology, programming, and training.
- Hire and supervise staff, make general task assignments, schedule work hours and time off, train new staff members, and maintain the atmosphere of cooperation and good feeling.
- Select library materials in accordance to the Collection Management Policy.
- Select library materials to be discarded from the collection in accordance to the Weeding Policy.
- Work with the Board of Trustees on preparation of the budget.
- Implement library programs, policies, and objectives as established by the Board.
- Continue such programs as the children's summer reading program, National Library Week, regular articles to the local newspaper, and institute any new programs of particular interest.

Performance Evaluation

All employees will be evaluated each May during the budget planning process.

Grievances

Grievances shall be presented in written form to the Board of Trustees for review.

Personnel Records

All personnel records will be kept at the City office.

Dismissal

An employee may be dismissed for demonstrable incompetence, willful neglect of duty, mental or physical incapacity, mandatory retirement, bona fide financial emergency, inability or unwillingness to conform to the Board's policies, unfriendly attitude to the public, or any causes listed in the City of Geneva Employee Handbook. Two weeks' notice will be given at dismissal.

Resignation

The Library Director should make an effort to give one month's notice, more is possible, in a written resignation, to the Board of Trustees. Other personnel are requested to give two weeks' notice in a written resignation to the Library Director.

Salary

The salary of the Library Director shall be dependent upon their qualifications; i.e., education, library experience, and other work experience. Employees will not be eligible for overtime pay.

Benefits

Full time employees are entitled to such benefits as provided by the City of Geneva. Part time employees are not eligible for any benefits.

Full time employees are eligible for paid vacation time. The amount of paid vacation time a full time employee can receive each year increases with the length of their employment, as shown in the following schedule:

- After 1 year of eligible service, the employee is entitled to 80 hours of vacation.
- After 5 years of eligible service, the employee is entitled to 120 hours of vacation.
- After 10 years of eligible service, the employee is entitled to 136 hours of vacation.
- After 15 years of eligible service, the employee is entitled to 160 hours of vacation.
- After 20 years of eligible service, the employee is entitled to 200 hours of vacation.

Full time employees are eligible for paid sick leave beginning thirty days after their date of hire. The amount of paid sick time a full time employee can receive is 8 hours per month, with a limit of 576 hours.

The Geneva Public Library will be closed and thereby observe the following holidays, per the direction of the Board:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24), off at noon
- Christmas Day (December 25)

THE CITY OF GENEVA CURRENTLY OBSERVES:

**added July 2017*

Full time employees will be granted paid holiday time off calculated by the employee's straight-time pay rate, times the number of hours the employee would have worked on that day, for all City of Geneva holidays. As of July 2017, these holidays include:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Mon in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24), off at noon
- Christmas Day (December 25)

Hours and Schedules

The library hours are set by the Board of Trustees with input from library staff. Time and work schedules for all employees of the library shall be prepared by the Library Director.

Staff Development

All library staff are expected to attend workshops and conferences, as the schedule allows, and at the expense of the library; to work toward and subsequently maintain a level of Public Librarian Certification (through the Nebraska Library Commission); and to continue accreditation policies.

Jury Duty

The Geneva Public Library will follow the City of Geneva's policies regarding jury duty.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... 6/28/2011

Reviewed and Revised by the Library Board of Trustees 9/26/2017

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