

### XIII. GENERAL PERSONNEL POLICIES AND WORKING CONDITIONS

#### A. AMERICAN LIBRARY ASSOCIATION/ILLINOIS LIBRARY ASSOCIATION

It is the policy of the Momence Library Board of Directors that the normal working conditions in the library shall, in general, relate to the standards indicated by the American Library Association and the Illinois Library Association.

#### B. RESIGNATION OR DISMISSAL

In case the resignation or dismissal of the Director/Librarian becomes necessary, a written notice should be presented two (2) weeks prior to the effective date of termination.

#### C. WORKING CONDITIONS

The Edward Chipman Public Library is an equal opportunity employer and does not discriminate on the basis of race, religion, age, national origin or disability.

#### D. GENERAL INFORMATION

##### 1. WORK WEEK

It shall be the policy of the Edward Chipman Public Library to remain open during such hours as best serves the needs of the community: Monday - Wednesday, 9:00 PM- 6:00 PM, Thursday, 1:00-8:00 PM, Friday, 9:00PM-5:00 PM, and on Saturday, 9:00 AM- 2:00 PM. It will be closed on Sunday.

##### 2. HOLIDAYS

The library shall be closed to the public on the holidays of New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Momence Gladiolus Festival (3 days-Thurs, Fri, Sat.) Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. When a holiday occurs on Sunday, the library will remain closed the following Monday.

##### 3. JURY OR OTHER CIVIC DUTIES

If an employee is required to serve as a juror, or under subpoena as a witness in a court proceeding, the library shall pay the regular wages, a maximum of 10(ten) days to the individual for those days, provided that such employee works the hours possible, during the jury service/court proceedings. Employees are required to notify their supervisor, as soon as possible, when they receive a jury duty summons and provide a copy in order to be eligible for pay.

##### 4. GRIEVANCE PROCEDURE POLICY

Any employee having a complaint is to bring it to the attention of the Director. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Library Trustees following these procedures:

##### **Initial Procedure:**

- Upon a problem or complaint, the employee should promptly contact the Director.
- The Director appeals directly to the Board.

##### **Appeal Procedure:**

If the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

- Statement of the problem
- Reply by the person(s) involved
- Action taken at the conclusion of each prior step of the procedure
- Statement of each action signed by the appropriate person

**Timetable:**

Each problem should be initiated, heard, and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Library Trustees shall be final and non-reviewable.

Except in exigent circumstances where immediate action is required in the best interest of the library, the Director shall inform an employee of any reason or consideration for his/her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

XIV. MISCELLANEOUS LIBRARY INFORMATION

A. FINANCES

1. An annual appropriation budget shall be prepared by members of the library board, and submitted to the Board at scheduled meeting for approval.
2. Once the budget is approved, the Library operation funds may be extended only with specific Board approval.

B. INSURANCE

1. The Board of Directors shall determine that the property of the Library is adequately insured against loss and damage.
2. The Board shall likewise determine that the Library carries enough general public liability insurance, workman's compensation and any other type of insurance which it considers necessary.

C. LIBRARY STAFF SALARIES

1. DIRECTOR- will be paid bi-monthly. Salary will be reviewed annually.
2. LIBRARY ASSISTANTS- will be paid per hour bi-monthly and will work as their services are required by the Director. The per hour rate will be reviewed annually.

D. LIBRARY SYSTEM

1. The Board of Directors of the Edward Chipman Public Library has voted to become a member of RAILS.
2. The Director and board members are able to attend the activities and the meetings of the RAILS Board electronically.

E. VACATIONS

1. FTE will be eligible for one (1) week paid vacation after first year of employment. FTE

will be eligible for two (2) weeks paid vacation after (3) years of employment. FTE will be eligible for (3) three week paid vacation after (5) five years of employment.

2. PTE may request unpaid vacation time subject to approval.

3. Vacations for all employees are subject to prior approval by the Director. All employees must use their vacation time in the work year earned.

#### F. RECORDING WORK RECORDS

1. Each employee will fill out a weekly time card to be picked up the director and submitted to the library accountant.

2. Employees will record time, hour- both start and finish, and date on card.

3. Employees will notify the Director if they are not able to work the day or days scheduled for them to work.

#### G. LIBRARIAN MEETING AND WORKSHOPS

1. In order to render the best possible service to the community, it is very important that the Director and the Library Board of Trustees keep informed of library activities in other communities and participate in study workshops.

2. Because it is an advantage to the library, as well as to the Director and her assistants to participate in any of these activities whenever possible, the Board will pay the expenses incurred. ie., gas mileage, parking fees, meals, registration fees, etc, whenever in attendance at Librarians meetings, conferences, workshops, study courses, etc.

3. The expenses of the Board of trustees will also be paid when attending conferences or meetings not held within our library area, upon pre-approval.

4. The expenses will be covered by the resolution set forth in the Local Government Travel Expenses and Control Act (50ILC 150).

#### H. MEMBERSHIP IN ASSOCIATIONS

1. Membership in the American Library Association and the Illinois Library Association will be maintained annually.

2. The Edward Chipman Public Library is a member of the RAILS, and must abide by the policies of RAILS, that govern specific membership requirements.