

SECTION 502. GENERAL LIBRARY PERSONNEL POLICIES

502.1 PURPOSE

The purpose of this document is to set forth the policies by which personnel-related decisions made by either supervisor or employee are to be guided and to express mutual expectations for conduct in the workplace. The Library's ability to manage and provide public services with efficiency and effectiveness is dependent upon the capability and performance of its employees. The Library strives to provide a good working environment, emphasizing individual achievement, open communication, and sensitivity to employee needs.

The Personnel Policies identified herein are not intended to create any contractual rights in favor of you or the Iowa City Public Library. The Library reserves the right to change the Personnel Policies at any time.

502.2 ADMINISTRATION

These policies generally cover all Library employees; however, temporary/hourly-pay employees may not be covered by all provisions.

Questions of interpretation should be addressed to the Library Director, who shall be responsible for final interpretation and application of these policies. The principles expressed herein will be used as a guide regarding issues not specifically addressed in these policies.

This document should be read in conjunction with negotiated labor contracts and operating procedures published by the Library.

Upon appointment to a budgeted position, all employees of the Library shall be furnished a copy of these policies. Any substantive changes or amendments shall be made available to all employees.

502.3 EQUAL EMPLOYMENT OPPORTUNITY

.31 General Policy

It is the policy of the Library to provide equal employment opportunities for all employees or potential Library employees regardless of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, or mental or physical disability, except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance. This extends to all areas of personnel administration and shall be consistent with all protections afforded by applicable federal and state statutes.

.32 Harassment

The Library is committed to providing a work environment free of harassment. Harassment may take many forms, including behaviors that are overt or very subtle. Harassment may occur between or among members of the same or opposite sex, employees and the public, co-workers, or subordinates and supervisors. Harassing behavior, whether of a sexual nature or not, has the effect of creating a hostile or offensive work environment and is prohibited behavior.

a. Sexual Harassment

Sexual harassment is a form of unwelcome conduct that affects terms or conditions of employment or creates intimidating, hostile, or offensive work environments. Such harassment is prohibited for all employees, regardless of status, including supervisors, subordinates, administrators, and co-workers. No employee, either male or female, should be subjected to such conduct. Sexual harassment may also be charged between same-sex employees.

Sexual harassment may take the form of but is not limited to:

- Deliberate or repeated unsolicited verbal comments, questions, representations, or physical conduct of either a sexual or non-sexual nature that are unwelcome to the recipient.
- Making or threatening to make decisions affecting an employee's job on the basis of the acceptance or refusal of a request for sexual intimacy.
- Verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Unwelcome sexually explicit or vulgar language, sexual jokes or innuendo, touching and/or lewd gestures, or physical contact.
- It may also include more subtle actions directed at one or more individuals.

b. Harassment Based on Race, Creed, Ethnicity, Religion, Age, Sexual Orientation, Gender Identity, National Origin, or Disability.

This is also a form of employee misconduct and is prohibited. Such harassment may take the form of but is not limited to slurs, graffiti, derogatory names and jokes, physical conduct, or offensive behavior relating to one or more of an individual's origins, physical characteristics, or beliefs.

c. Complaint Procedure

The Library will actively pursue and investigate complaints of harassment or denial of civil rights, and appropriate action will be taken. Employees who encounter conduct they believe violates this policy are encouraged to bring it to their supervisor's attention, and if the supervisor is the involved party, or if the employee prefers, to the Library Director or City Attorney's office. All such complaints and records of resulting investigations shall be kept confidential, to the extent possible, while allowing the Library and City to meet their obligation to investigate such complaints.

There will be no retaliation against any employee for filing a complaint either formally or informally, or against any person for participating in the complaint and investigation process. Each complaint will be thoroughly investigated. If a violation is confirmed, it will be resolved in a manner designed to remedy any past harassment and prevent any future harassment.

d. Consequences of Harassment

Harassment is unacceptable conduct in any form and can be the basis for a discrimination charge against the Library and/or an individual employee. It is the Library's position that every employee has the right to work in an environment free of any type of harassment. Consequently, any employee who engages in prohibited conduct will be subject to disciplinary action, up to and including discharge.

All employees have an affirmative duty to prevent harassment in the workplace by producing an environment that exposes and discourages harassment of any kind.

502.4 LABOR RELATIONS

The Library recognizes its duty to bargain collectively with employee organizations certified by the Public Employment Relations Board, as provided by State law. Pursuant to this requirement, the duties, obligations, and rights of the Library and the certified employee organization, American Federation of State, County, and Municipal Employees, Local 183 (AFSCME), are set forth in the collective bargaining agreements mutually entered into by the Library and the employee organization. Please refer to the collective bargaining agreement for specific details. This contract is negotiated jointly with the City's unit of AFSCME, Local 183. The Library Director has the final authority to interpret and administer the contract. (See Section 504 for current contract.)

502.5 EMPLOYEE RELATIONS AND CONDUCT

The work of every employee is important. On-the-job performance has an effect on the employee's success with the Library, as well as having an effect on the quality of service to the citizens of Iowa City. Employees have a right to expect fair treatment and fair compensation from the Library. In return, employees are expected to work diligently toward providing high levels of public service.

.51 Public Relations

Providing information and service is the Library's principal task; therefore, it is the first priority of each employee when dealing with members of the public or other employees to act in a courteous, responsive, and prompt manner, to provide accurate responses and/or appropriate referrals, and to be fair and consistent in the enforcement of library rules. Staff should refer to the Social Media Use by Staff Policy for additional information.

.52 Workplace Violence Prevention

Providing a safe work environment is essential to the Library. Acts or threats of violence against any Library employee will not be tolerated whether among employees or between one or more employees and the public. Any Library employee initiating a violent act against another Library employee or a member of the public will be subject to disciplinary action.

Workplace violence includes any act of physical, verbal, written, or electronic aggression and/or intimidation within the work setting, as well as destruction or abuse of property.

All reports of violence will be reviewed in a timely manner. Generally such reports should be made to the employee's supervisor; however, the employee may make the report to a Coordinator, the Library Director, or to the City Personnel Director.

.53 Licenses and Certifications/Notice Requirements/Insurability/

Certain positions within the Library require the possession and maintenance of a license or certification. If a position has such a requirement, it will be listed in the job announcement when the job is posted. If the requirement changes while an employee is in a position, the employee will receive notice of such change and will be given a reasonable amount of time to comply with the requirement. If an employee loses a license required for the position he/she holds and is unable to perform his/her work duties, the employee may be subject to discharge for failure to meet minimum job requirements.

No Library employee may operate a Library or City vehicle without proper licensing. Any individual who operates a Library or City vehicle on the public right-of-way without a valid license appropriate to the vehicle being driven will be subject to disciplinary action up to and including discharge.

a. Maintaining a Valid License

Employees required to possess and maintain a valid Iowa driver's license are responsible for checking the expiration date and renewing their license prior to the expiration date. If an employee's license is suspended, revoked, or cancelled, it is the employee's responsibility to notify his/her supervisor at the beginning of the first work day after receiving notice of the action. Employees are prohibited from driving any City vehicle without the appropriate valid license.

The City routinely runs driver's license checks on employees who must have a license as a job requirement, as well as employees who drive Library or City vehicles in the course of their employment. An employee who has a license that is current at the time of the license check, but whose record shows it was suspended, revoked, or cancelled in the period of time since the last check, is subject to disciplinary action if he/she drove a Library or City vehicle during that time and/or failed to notify his/her supervisor of the suspension, revocation, or cancellation. Employees who are required to have a valid license will be subject to disciplinary action if they allow their license to expire and are unable to perform their work duties.

b. Insurability

Employees required to possess and maintain a valid driver's license must also remain insurable under the City's liability insurance. Failure to remain insurable due to excessive or serious violations will subject an employee to disciplinary action up to and including discharge.

A work permit does not meet the City's requirement for a valid license. In no event will the City install an ignition interlock device on any City vehicle to meet the requirements of a work permit.

c. State Library of Iowa Librarian Certification

All budgeted librarians must maintain a current State Library Public Librarian's Certificate Level VI or above.

.54 Weapons

No employee of the Library shall carry a weapon while on duty. Weapons are not allowed on City property nor in an employee's vehicle when parked on City property. Issuance of a concealed weapons permit does not exempt an employee from these provisions.

.55 Library Owned Computers and Phones

Library computers and phones are provided for use by the employee and are the property of the Library. Such property is subject to recall by the Library at any time. Employees have no right to privacy in information maintained on a Library owned computer, the Library computer system, or the Library phone system, whether or not the employee considers such information personal. Staff should refer to the Telecommunications Policy for more specific information.

.56 Appearance-Grooming

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and projects an image that inspires the confidence of citizens and others with whom the employee must associate in the course of work. Specific rules related to appearance and grooming are referred to in the Library's Employee Manual.

The Library Director will make the final decision if there is a dispute over what constitutes appropriate personal appearance.

Employees are required to adhere to health, safety, and sanitation standards while at work.

.57 Personal Activities

Conducting personal or non-duty related activities is discouraged during work hours, except in emergencies and with the approval of the supervisor. If it is necessary to make a personal phone call, the call should be kept short. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business. Non-work related use of social media should follow the same guidelines as personal calls. See Social Media policy for additional information.

.58 Supplemental Employment

Supplemental employment outside the employee's assigned Library working hours must in no way interfere or conflict with the satisfactory performance of Library duties. Supplemental employment that either creates or gives the appearance of a conflict of interest is prohibited. No employee is to conduct any supplemental employment during their scheduled working hours unless they are using pre-approved leave. Supplemental employment for fulltime employees is not encouraged.

If an employee is unable to perform his/her job for the Library due to injury or illness, work for another employer is expressly prohibited.

.59 Religious Holidays

Every reasonable effort will be made to accommodate employee requests for release from work to participate in bona fide religious holidays or services. Once approved, personal leave days, accrued vacation time, compensatory time, or, in the absence of any of these, unpaid leave may be used to cover such absences.

.60 Education

Advance approval from the Library Director or his/her designee is necessary for an employee to engage in any educational effort during normal assigned working hours, other than that which is provided by the Library as continuing education. Consideration of such requests may be based upon possible benefit to the Library, ability to reschedule said working hours to the Library's convenience, and a demonstrated ability of employees to effectively carry out the responsibilities of their positions. Employees are encouraged to schedule educational programs outside of regular hours whenever possible.

The expense of educational seminars and training sessions required by the Library will be paid by the Library, in accordance with Section 502.12 of this policy.

.61 Absence Without Leave

Any absence of an employee, including an absence for a single or part of a day, that is not authorized by the employee's supervisor or the Library Director will be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action.

502.6 EMPLOYEE ASSISTANCE PROGRAM

The Library recognizes that a wide range of personal problems can affect employees' job performance. Examples of problems include marital, family or financial difficulties; physical, mental or personal problems; substance abuse; or alcoholism. It is also recognized that while these problems are serious, they can be successfully resolved if identified and treated.

.61 Referral Service

The City sponsors the Employee Assistance Program (EAP) as a means of assisting employees and their family members. It is available as a confidential service for information, short-term counseling, and referral to other community resources. The program is in no way meant to interfere with the private life of the employee. Employees are encouraged to contact the EAP to discuss a personal problem before it affects their work performance. Any voluntary involvement with the EAP will be strictly confidential. Contact information for EAP is available in the Library staff room. In the event work performance is affected, a mandatory referral may be made by an employee's supervisor. When a mandatory referral is made, the employee is required to be seen by an EAP Counselor, who will report the employee's attendance to the City. The City is not provided a diagnosis, and any discussion between the employee and counselor remains confidential.

.62 Substance Abuse

All Library employees are eligible for and encouraged to seek treatment and rehabilitation for alcoholism, problem drinking, or substance abuse through the City's Employee Assistance Program or other available community resources.

Alcoholism or drug addiction are not causes for discipline. However, if they impact job performance, including attendance, work performance, inter-personal or public relations, etc., disciplinary action may be taken. Nothing in this section relieves employees of responsibility for their own conduct on the job.

502.7 DISCIPLINE

.71 Disciplinary Measures

The responsibility of the Library to maintain efficient operations may occasionally require taking disciplinary action against employees. The objective of disciplinary action is to correct inappropriate behavior and produce efficient Library operations. However, failure of the employee, after notice, to modify behavior may result in further disciplinary action up to and including termination of employment.

Employees in bargaining units should refer to the AFSCME collective bargaining agreement for further clarification.

.72 Causes for Discipline

The following list is illustrative of, but does not include all, types of behavior for which disciplinary action may be taken.

- a. Insubordination.
- b. Theft of Library property or money, or acting in a careless or negligent manner with Library money, property, or vehicles.
- c. Willful or continued violation of Library rules and policies.
- d. Abusive or improper treatment during the performance of duty to any member of the public, fellow employee or city official, including harassment on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical handicap or disability; or any behavior which has the effect of producing a hostile work environment.
- e. Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record.
- f. Failure to satisfactorily and consistently perform the duties of the position; incompetence, inefficiency, or negligence in the performance of assigned duties; unauthorized dissemination of non-public information acquired during the performance of duties for the Library.
- g. Violations of the Federal Drug Free Workplace Act, the City of Iowa City's Drug and Alcohol Policy, and/or the City CDL Policy; violation of departmental rules, City Personnel Policies, or any other rules or regulations promulgated by the Library.
- h. Lying or providing false, inaccurate, or incomplete information either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or Library record.
- i. Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer, cell phones, or other Library-owned property.

- j. Operating Library and City equipment or vehicles without proper license or permit, failure to maintain any required license or permit, or failure to notify the Library of loss of any such license or permit.
- k. Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.
- l. Illegal activities and/or conviction of a crime closely or directly related to the ability of employees to perform their job effectively.
- m. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment.
- n. Activity which involves conflict of interest.
- o. Revealing confidential Library records or unauthorized use of privileged information.

502.8 PERSONNEL TRANSACTIONS

.81 Personnel Files

The Library considers personnel files to be Library property generated for purposes of conducting business operations. It is the policy of the Library to permit access by all Library employees to their personnel file maintained in the Business Office and to provide for correction of any erroneous information maintained in such file. Access to these files and the information contained in them is generally limited to the employee, appropriate supervisory personnel, appropriate administrative personnel and third parties authorized in writing by the employee (i.e., union stewards, attorneys, etc.). The file information may also be accessed and utilized in situations involving business operations. Information related to education, employment and job performance will be maintained in these files. Confidential medical records and benefits information are maintained separately from an employee's personnel file.

Library employees are permitted access to their personnel files during regular Business Office hours. Employees are permitted to examine, take notes, and make copies of any materials in their file but may not copy tests or interview questions for the purpose of sharing information with job applicants or potential job applicants. Employees wishing to examine their files during work hours must have the permission of their supervisor to leave their work site. A Business Office staff member must be present during this examination. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof and will be permitted to place a concise statement of disagreement in the file.

Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained, seminars attended, and certificates of completion.

In addition, employees are required to update their personnel files when they experience a change of name, address, phone, or emergency contact.

.82 Medical Files

Employee medical records are personal and confidential and will be maintained in a separate medical file. Medical files are subject to the privacy restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

An employee's health information is personal and confidential, and the Library will not release such information without the express written consent of the employee, except as required by law.

.83 Public Information

The following employee information is classified as "Public Information" and will, upon request, be provided to any individual or institution by the Business Office:

Employee name
Employee salary
Employee hire date
Employee job title

Information such as address, telephone number, birth date, social security number, etc. is not public information and will not be released unless requested in writing by the employee.

.84 Job Description

Job descriptions are periodically reviewed and updated as job duties change. A job description will be developed and reviewed annually for each position. Copies of job descriptions are maintained in the Business Office, including in each employee's personnel file, and are available for employee review.

.85 Position Classification

All positions are classified according to job duties, responsibilities, entry requirements, and departmental needs. A major change in these factors may necessitate a review of job classification. Requests for review of a job classification may be addressed to the Library Director by any employee, by a supervisor, or may be initiated by the Library administration. All position classification review requests will be reviewed in accordance with applicable labor contract provisions.

.86 Probationary Period

All new or promoted employees in a budgeted position will serve a probationary period to be specified upon appointment. The probationary period shall be used to closely monitor employees' work, for securing the most effective adjustment of a new or promoted employee to the position, and for rejecting any employee whose performance does not meet the required standards. Employee performance will be formally evaluated at the completion of the probationary period. Probationary periods may be extended at the discretion of the supervisor if performance does not meet required standards and the supervisor is willing to provide additional time for improvement.

.87 Performance Evaluation

An evaluation and appraisal of each permanent employee's work performance shall be conducted at least annually according to procedures and policies approved by the Library Director. These policies, procedures and forms shall be made available to each new employee, and all employees shall be informed of any changes or amendments. On request, employees may receive copies of any document that evaluates their performance and shall have the right to include in their personnel file a written response to the supervisor's evaluation.

.88 Fair Labor Standards Act (FLSA) Classification

All City positions have been classified as *non-exempt* or *exempt* under the Fair Labor Standards Act. Non-exempt positions are eligible for overtime at a rate of one-and-one-half times their regular hourly rate for work in excess of 40 hours in a week. Exempt positions are not eligible for FLSA overtime. To be eligible for FLSA overtime, a non-exempt employee must perform 40 hours of work in a week; paid time off such as sick leave and vacation does not count toward the 40 hours.

To maintain exempt status, FLSA requires that exempt employees be subject to disciplinary suspensions of one day or more in duration.

To report a FLSA complaint or violation, employees may contact the Library director or City Personnel Administrator, Assistant City Manager, Personnel Division staff, or City Attorney's office.

.89 Budgeted Positions

Generally, part-time employees are limited to holding one budgeted part-time position. However, under certain circumstances an employee may hold a part-time position and work temporary hours. This will only be done if the employee is willing and it is to the benefit of Library operations to allow such an arrangement; all supervisors involved must approve the arrangement. Generally these arrangements should not result in the employee working more than 8 hours per day or 40 hours per week unless both supervisors have approved such hours.

.810 Employment of Relatives

Generally, no person shall be hired, promoted or transferred to a department of the Library when, as a result, the employee would routinely be directly or indirectly supervising or receiving direct or indirect supervision from a member of the employee's immediate family. For the purpose of this section members of the immediate family are defined as employee's spouse, domestic partner or partner by cohabitation, children, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and grandchildren, step-children and step-parents, uncles, aunts, nieces, nephews, and first cousins.

When any of the above relationships is created by marriage, domestic partnership or cohabitation following employment, reasonable efforts will be made to find an acceptable alternative, or to eliminate the situation by transfer or reassignment of one of the employees. Affected employees will first be given the option of deciding which employee will transfer or be reassigned. If no indication is given, seniority will be the governing factor, and the least senior employee will be subject to transfer, reassignment, or termination.

.811 Termination of Employment

a. Resignation

Every employee is expected to give at least ten (10) working days notice prior to the effective date of resignation. The notice should be in writing and directed to the immediate supervisor. Generally the termination date shall be the employee's last day in attendance at work, except in cases of medical disability. Resignations must be accepted by the Library to be effective for benefit payment purposes. Generally, employees will be required to be at work on their last day. Extended vacation time will not be approved in the 10-day period prior to termination.

b. Retirement

Employees are eligible to retire in accordance with applicable pension or retirement programs.

Because the pension systems will provide information only to the employee, employees must contact the retirement system directly. City Personnel staff will assist if requested.

c. Benefits Termination

Upon notice of resignation or retirement being received by City Personnel, applicable information regarding continuation of insurance coverage, benefits payout, IPERS benefit or refund, final check, and other information will be forwarded to the employee.

City Personnel will provide information to terminating employees, answer questions, and assist employees; however, it is the employee's responsibility to complete and mail all forms to the applicable agency.

d. Exit Interviews

All terminating employees are offered the opportunity to participate in an exit interview through which they are asked to comment about their employment experience with the Library.

502.9 SAFETY

.91 Safety Rules

All Library employees are responsible for completion of job assignments in the safest manner possible. Prime consideration will be given to the safety of the employee and the public. Employees will not be required to work in areas or to operate equipment which is a safety hazard to themselves or the public.

Employees are responsible for implementing established policies and procedures regarding the safety and security of customers and fellow staff members.

Employees will receive appropriate training and are expected to follow appropriate safety standards.

Employees must wear seatbelts in all vehicles that are equipped with seatbelts, as provided by state law.

Smoking is prohibited in all City or Library vehicles, equipment, and buildings.

Employees must wear appropriate safety equipment/clothing, as required.

The Iowa Occupational Health and Safety Administration establishes industrial standards for some Library work functions. The Library is committed to compliance with these and other applicable standards.

Employees will handle property and equipment of the Library with due care appropriate to the nature of the work and equipment employed. Employees who act in a manner which endangers the safety of themselves or others are subject to disciplinary action.

Mercy Occupational Health Clinic or, in the case of an emergency, Mercy Hospital Emergency Room is the City's approved treatment facility for work-related injuries. Treatment for work related injuries by another physician will be allowed only upon referral from Mercy Occupational Health. Failure to use Mercy Occupational Health Clinic for a work-related injury will result in denial of payment of claims by Worker's Compensation. Worker's Compensation questions should be directed to the City's Risk Manager.

502.10 CONFLICT OF INTEREST

Library employees are prohibited from engaging in any conduct which represents, or could be reasonably interpreted to represent, a conflict of interest. Employees must avoid any action which might result in or create the appearance of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting Library business.

If an employee determines that he or she has an outside interest that may be affected by Library or City of Iowa City plans or activities, or result in a conflict of interest or the appearance of such conflict, the employee must immediately report the situation to his or her Supervisor.

Violation of any provisions of this section may be cause for discipline or discharge of the employee.

.101 Employment

Library employees may not work for an outside employer whose interests might conflict with those of the Library and/or City. Library employees may not use their jobs to further their interest on any supplemental job. Library employees may not work for or directly invest in businesses with whom they must deal in the course of their employment with the Library.

.102 Gifts

State law prohibits employees from directly or indirectly soliciting or accepting any gift having a value of \$3.00 or more.

Lunches or other meals are not acceptable as gifts from persons with whom the Library does business, unless it is a community or public affair to which other

community representatives are invited for a purpose other than to conduct business.

Library employees shall not accept any gratuity or payment, other than that which is provided by the Library, for work performed on behalf of the Library. If a Library employee is a speaker at a community event, he/she may participate in a meal that is served at the event.

.103 Impartiality

No Library employee may grant or make available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to all citizens. This does not apply to fair and reasonable policy interpretation made while performing regular job responsibilities.

Library employees must not secure special privileges or exemption for themselves or their relatives and friends beyond that available to all citizens.

.104 Confidentiality of Library Records

All information about what materials and equipment library patrons are using or the content of questions they ask is confidential and may not be revealed to other members of the public or used by the employee in any manner not related to library operations. ALL requests to inspect Library records must be referred to the Library Director. Circulation records and other records identifying specific users are considered confidential, as identified by Library Policy 802. Failure to follow this policy is cause for disciplinary action.

.105 Use of Information

Employees must not use privileged information for their own financial advantage or disclose information that would provide others with financial advantages. Each employee is charged with the responsibility of ensuring that he or she releases only information that is available to the general public.

.106 Use of Public Property

No Library employee shall request, use, or permit the use of any publicly-owned property, vehicle, equipment, labor, service or supplies (new, surplus, scrap or obsolete) for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public or is incidental to appropriate staff development. No Library-owned property may be removed from the worksite except for the purpose of conducting Library business.

No Library employee shall remove Library materials without proper checkout, change the standard loan period, remove materials not yet processed for circulation, or waive fines for library materials circulated for personal use except as allowed to the general public.

502.11 POLITICAL ACTIVITY

Library employees are free to exercise all rights of citizenship. However, in order to obey federal and state laws and to ensure that the Library will operate effectively and fairly, some guidelines are necessary:

.111 Acceptable Activities

- a. An employee is free to express opinions and convictions or make statements and comments concerning wages or other conditions of employment.
- b. An employee is free to participate politically in both partisan and non-partisan activities on off-duty time so long as the restrictions listed below are followed.
- c. An employee whose position is not federally funded is permitted to be a candidate for a partisan or non-partisan office, while a federally funded employee may be a candidate for a non-partisan position only.
- d. An employee has the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

.112 Restrictions

- a. An employee shall not, while performing official duties or while using Library equipment at the employee's disposal by reason of his/her position, solicit contributions for any political party or candidate or engage in any political activity.
- b. An employee shall not attempt to influence the vote or political action of another by seeking an appointment, increase in pay, or other business or employment advantage for that person with the Library.
- c. An employee who supervises employees shall not directly or indirectly solicit the persons supervised to contribute money, anything of value, or service to a candidate, a political party, or a political committee.
- d. An employee who becomes a candidate for public office shall, upon request, be given a leave of absence without pay. Such leave shall commence any time within 30 days prior to a primary, special, or general election. An employee who is a candidate for any elective office shall not campaign while on duty as an employee.

502.12 EMPLOYEE DEVELOPMENT

.121 Training and Education

a. General

The Library encourages all employees to improve their job-related skills and abilities through various credit and non-credit training and education courses and workshops. Within the limits of the budget, the Library will contribute to the expenses of employees attending training workshops or classes which have a significant relationship to their job responsibilities. Employees may be required to attend specified training, including in-service days.

b. Orientation

All new staff are required to attend a general orientation to the Library. This orientation will include an introduction to the topic of hazardous materials in the workplace.

.122 Attendance at Professional Meetings

Staff members are encouraged to become members of civic, educational and professional organizations. Whenever possible, employees will be authorized to attend meetings, conferences and conventions of professional library or library-related organizations on Library time. Within the limitations of the budget, the Library will contribute toward the expenses of its officially designated representatives at library-related meetings.

.123 Approval for Travel and Education Requests

a. Outside seminars, workshops, conferences.

Advance written approval from the Library Director is necessary for an employee to engage in any educational effort during normal working hours, other than that which may be provided by the Library. Consideration of the request will be based upon the direct benefit to the library, meeting needs identified in the strategic plan and through needs assessments with employees.

b. City or Library sponsored seminars and workshops

Advance written approval from their immediate Supervisor(s) is necessary for an employee to engage in any educational or self-improvement effort during normal work hours. All registrations and/or preliminary interest surveys must be discussed with and approved by the Supervisor before being returned to the Library Business Office.

Consideration of the request will be based upon the direct benefit to the Library, meeting needs identified in the strategic plan and through needs assessments with employees.

c. The Library Director shall adopt administrative rules and procedures to see that travel and education funds are used in a fair and equitable manner to fulfill the goals of the Library in general and as described when that year's specific travel/education budget was developed. Fair Labor Standards Act (FLSA) guidelines will be followed in developing rules for training and travel compensation for those employees covered by FLSA.

502.13 CONFLICT RESOLUTION PROCEDURE

The following procedure is available to all Library employees for conflicts pursuant to issues addressed in this document. Employees who are members of the bargaining unit will use the grievance procedure in AFSCME contract (Article 20) for issues addressed in that contract.

.131 Definition

A conflict resolution is a process used to resolve a dispute between the Library and a particular employee or group of employees over an interpretation or application of the rules, procedures, or policies promulgated by the Library.

.132 Procedure

For purposes of calculating time period, "working days" shall include Monday through Friday, excepting Library-designated holidays. Parties may also agree to extend time period.

a. Step 1

The conflict shall be presented in writing by the employee(s) to their immediate supervisor within ten (10) working days of the event giving rise to the conflict. The written document shall identify the document as a grievance, reference the rules or provisions allegedly violated, and shall state what remedy is desired. The supervisor shall deliver a response to the employee(s) within five (5) working days of receipt of said conflict. If no response is received, the employee(s) may proceed to Step 2.

b. Step 2

If the conflict is not resolved at Step 1, the employee(s) shall, within five (5) working days, present a written copy of the dispute, signed by the employee(s), to the Library Director. The dispute shall contain a statement of the facts and the sections of the rules or provisions allegedly violated, and shall state what remedy or relief is desired. Parties may mutually agree to extend time periods.

The Library Director and the employee(s) will meet within ten (10) working days of receipt of a Step 2 conflict in an attempt to resolve the issue. The Library Director will respond in writing to the employee(s) within five (5) working days after such meeting.

c. Step 3

1. A conflict not resolved in Step 2 shall, at the option of the employee(s), be submitted to the Library Conflict Resolution Committee. The Library Conflict Resolution Committee shall consist of three voting members, with the City's Personnel Administrator sitting as Chair and ex-officio, non-voting member. The Library Director shall appoint one member. The employee(s) shall appoint one member. Those members shall be current library employees, and they shall appoint the third member, who shall be a member of the Library Board of Trustees.
2. The Conflict Resolution Committee, at a time mutually convenient to the employee(s), the Library Director, and Committee members, shall receive oral and written testimony and evidence relating to the matter being heard, question witnesses, receive reports, conduct itself as a full hearing board and protect appropriate due process rights of all parties to the conflict. Within ten (10) working days of the conclusion of such hearing, the Conflict Resolution Committee shall issue a written decision sustaining, modifying or revoking the conflict in whole or in part, and specifying the relief to be granted the employee(s).

.133 Retaliation

There will be no retaliation for filing a request for conflict resolution, and any such retaliation may be subject for conflict resolution hereunder.

.134 Other

Employees who do not wish to exercise formal avenues to achieve resolution of their conflict may appeal informally to appropriate and impartial supervisors or to the Library Director.

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