

Fort Dodge Public Library Personnel Policies

Under Iowa Code Chapter 392.5 and the Fort Dodge Municipal Code Chapter 2.64, the Public Library Board of Trustees has been granted special statutory powers to set policy and preside over operations within its designated area, including personnel.

All employees of the Fort Dodge Public Library are also employees of the City of Fort Dodge. As such, library employees are expected to adhere to the rules, regulations, and policies outlined in the *City of Fort Dodge Employee Handbook* unless the Library Board of Trustees has chosen to approve and implement other rules, regulations, or policies governing personnel issues or has signed a collective bargaining agreement currently in effect where applicable provisions take precedence.

Every employee will receive a copy of the *Handbook* at the beginning of employment with the Fort Dodge Public Library or will have access to it through the Library's policy manual and/or the City of Fort Dodge's website. Employees will sign a statement acknowledging their receipt of this and of their responsibility to read and comply with the policies in the handbook and any revisions made to it.

The *City of Fort Dodge Employee Handbook* includes, but is not limited to, the following topics:

1. Policy administration;
2. Conditions of employment;
3. Pay and personnel actions;
4. Performance management;
5. Disciplinary actions;
6. Appeals, dispute resolution and investigations;
7. Holidays, vacation, and leaves of absence;
8. Insurance, retirement, and other benefits;
9. Work related travel.

The following employment conditions apply to the Fort Dodge Public Library:

Benefits

Regular full-time employees are eligible to receive those benefits outlined in the *City of Fort Dodge Employee Handbook*.

Regular part-time employees are eligible to receive paid time off benefits outlined in the *Handbook* on a pro-rated basis but are not eligible for health, dental, vision, or life insurance.

Shelvers are not eligible for any benefits other than cost of living increases given to other employees.

Hours of Operation and Work Schedules

The library's current hours of operation (open to the public) are:

Monday: 9:00 a.m. – 8:00 p.m.
Tuesday: 9:00 a.m. – 8:00 p.m.
Wednesday: 9:00 a.m. – 5:30 p.m.
Thursday: 9:00 a.m. – 5:30 p.m.
Friday: 9:00 a.m. – 5:30 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

The normal working schedule for library employees will be on the basis of a total of forty (40) hours per week, eight (8) hours per day. Full and part-time exempt and non-exempt employees may be required to work evenings and Saturdays on a regular basis.

Holidays

The library will observe and grant regular employees the same nine and a half (9.5) paid holidays that are identified in the City of Fort Dodge Employee Handbook, Section 7-1.A. City observed holidays include the following:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Eve 1/2 Day
Christmas Day

In addition, one and a half (1.5) personal holidays will be granted to regular library employees. Personal holiday time may be taken at the employee's discretion with the approval of the Library Director or their immediate supervisor. Personal holiday hours not used by the end of the calendar year will not roll over to the following year; those hours will be eliminated.

The following also apply:

- When a holiday falls on a Sunday, it will be observed on Monday.
- When a holiday falls on a Tuesday or Wednesday, the Library will close at 5:30 p.m. the preceding evening.
- The library will be closed on the Saturdays of Memorial Day and Labor Day weekends.
- When a holiday falls on a Saturday, the library director or Board of Trustees may choose to close both the preceding Friday and that Saturday.
- In the event that City Hall is closed to the public on a day prior to or following a City-observed holiday (e.g. Black Friday), the library may follow suit at the

discretion of the library director or Board of Trustees. Staff who choose not to work that day must use vacation or personal holiday time if available. If vacation, compensatory time, or personal holiday time is not available to them, staff must work or may take the time off without pay.

Closings

Employees who are unable to arrive to work due to inclement weather conditions affecting roads and travel or who request to leave work early due to inclement weather must notify the director or a member of the management team. Employees who are unable to arrive for work or are given permission to leave work may use vacation, compensatory time, personal holiday time or have any un-worked part of the day taken as leave without pay.

However, if the library is closed by order of the Library Director or City Manager, either before or after opening for the day, employees scheduled to work will be paid for the day as if they had worked their scheduled hours.

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