

**BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA  
POLICY MANUAL  
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# **I. Operations**

**BERTHA BARTLETT PUBLIC LIBRARY**  
**Story City, Iowa**  
**PATRON POLICY**

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons, and that they will observe policies and rules at all times. The staff member in charge will first warn the unruly or disruptive patron and then ask him/her to leave if the disruption continues. The patron who continues his/her disruptive behavior over a period of time may be denied some or all library privileges at the discretion of the librarian. Under these circumstances the librarian will notify the Library Board and a parent if the patron is a minor.

II. Known sexual predators will be monitored

III. If staff or patrons complain of inappropriate or offensive behavior a warning will be issued. A second episode will be reported to police.

IV. The Unattended Child. Preschool children are expected to be accompanied and supervised by a responsible person. Older, unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Pre-school children must have a parent or care-giver present in the building. Children under the age of 8 should not be using the public access internet computers without adult supervision. (These can be enforced at the librarians' discretion).

V. No smoking, vaping or chewing tobacco is allowed in the library or on library grounds (courtyard, sidewalk).

VI. No pets allowed in the library. An exception will be made for animals that aid the handicapped. Other exceptions may be made at the librarians' discretion.

VII. Appeal.

A patron who acts inappropriately, including improper use of the internet, in the library, will receive 2 warnings, upon the third offense the patron will be refused library privileges for a period of time deemed appropriate for the situation.

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the board of trustees, provided they have been received seven days prior to the meeting.

Approved: March 27, 1989

Revised 9/98

Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10

Reviewed 5/14, 7/18

Revised: 7/21

# BERTHA BARTLETT PUBLIC LIBRARY PATRON REGISTRATION POLICY

GOAL: the establishment of a numerical identification system for library patrons.

- OBJECTIVES:
1. To protect the patron's right to privacy within our capacity to do so.
  2. To identify the patron and his/her specific location.
  3. To identify materials borrowed.
  4. To facilitate the return of borrowed materials.
  5. To provide a means of gathering statistical data.
  6. To present efficient service to the patron.
  7. To promote public relations.

In accordance with the traditional belief and practice that all persons should have access to a library, the Board of the Bertha Bartlett Public Library, Story City, upholds the concept of an "open door" policy with discrimination toward none.

Anyone wishing to become a user of the library must file an application for registration and show proof of residency. (Digital proof is acceptable) Children under 14 are accepted users of the library on the basis of application for registration by one parent or guardian.

Service area residents are residents of the library's financially supportive tax base, which is Story City, rural Story County, and locals which have contracted for library service. Users of this classification will be issued a library card identifying them as registered patrons of the Bertha Bartlett Public Library. This will validate the patron's identification at any cooperating library for open access.

Cards will be issued to permanent residents of other Iowa locations outside our service area in compliance with the State Library of Iowa Open Access program. The user will be asked to provide an identification card from their home library or provide a valid identification. Bar codes may be placed on the patron's home town library card, if available, otherwise a new card will be issued.

Visitors of a service area resident may use that resident's library identification card to borrow materials. Out of state residents may get a card for a \$5.00 annual fee.

Vacationers and campers are welcome to use the library on an in-house basis, but are limited to borrowing paperbacks for use outside the library.

Business and/or institutions where library materials are circulated to a group may be assigned a collective identification number. Day care providers may choose to use their own identification number for the children under their care or request a separate library card for their day care. In doing this, they assume full responsibility for the return of materials borrowed. If the material is to be signed out to the parent of the child, either the

operator,

the guardian or babysitter must be able to supply that parent's identification number to promote efficient use of time at the circulation desk.

The library identification card will be renewed every three years. If the card is lost or severely damaged, the patron will be charged for a replacement card.

The patron will be encouraged to present his/her identification card to the librarian whenever checking out materials.

Approved 6/88  
Revised 3/07  
Reviewed 11/10, 8/14  
Revised 7/18  
Reviewed 7/21

Bertha Bartlett Public Library  
Story City, Iowa

## **POLICY FOR MEDIA EQUIPMENT**

The media equipment is for use in the library only. Any person or group wishing to use this equipment must be briefed by the library staff member.

Library sponsored programming has priority over individual use.

Approved 5/91

Revised 2/99

Reviewed 1/08, 11/10, 12/14, 7/18, 7/21

**BERTHA BARTLETT PUBLIC LIBRARY**  
Story City, Iowa

**FINE POLICY**

The fines for all overdue books, DVDs, videos, CD books, cassettes, puppets and all other materials will be 10 (ten) cents per day that the library is open. Fines will accumulate until they reach the replacement cost as per chart below. This is to include children and adults. There will be a short grace period after the due date before fines start to accumulate.

The State Code of Iowa states that library materials not returned in three months are considered stolen, the City policy also defines failure to return materials within this time frame as theft.

Adult patrons will not be allowed to check out any further items once they have reached an accumulated fine of \$10.00. Children (under 18 years of age) who have fines over \$10, may, at the Director's discretion, check out one item at a time until they or their parents have paid down their fines to under \$10.00. The Director or Children's Librarian may reduce or forgive fines for children if all material has been returned.

If any item is lost or damaged beyond repair, the patron will have to pay the replacement cost plus a service charge of \$5.00. The service charge is to help defray the cost of cataloging, postage and processing.

New or renewed cards will be issued for lost or damaged cards when fines are paid in full. Replacement fee for a lost or damaged library card is \$2.00.

The guidelines of charges for damaged materials will be as follows:

1. Cover ruined (damaged, torn, chewed, etc.)	\$2.00 to total replacement
2. Barcode damaged	\$1.00
3. Water soaked	Total replacement
4. Mildewed	Total replacement
5. Colored or written in, dirty or sticky	.25 per page
6. Ruined plastic jacket	\$2.00
7. Mendable plastic jacket	\$1.00
8. Cut or torn but mendable	.25 per page
9. Plastic bags (replace)	.75
10. Puppets or Hanging bags	2.50
11. Compact disc case	2.00
12. DVD case	2.50 – 5.00
13. Book on Tape (Case only)	6.50 – 13.50
14. Book on Tape (sleeves)	.55 per sleeve
15. Date Due Slips torn out	

Costs for lost or damaged items:

Will be the actual replacement cost, if available, or as listed below:

Books

Adult fiction/biography	\$	32.00
Adult non-fiction		37.00
Juvenile		22.00
Board Books		7.00

Paperbacks

Adult Mass market		10.00
Adult Trade		18.00
Children's Paperback		7.00

Periodicals

8.00

Policy established 1/1986  
Revised 8/2006  
Updated 12/2008  
Revised 8/2011

Updated 12/2014  
Updated 10/2018  
Revised 7/2021

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, IA

**BASIC CIRCULATION POLICY**

Books and other circulating library materials (other than DVD's) may be checked out for three week period. New borrowers may check out two items.

Books and materials may be renewed for an additional three week period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. A limit of 8 periodicals, 4 music CD's, and 4 DVD's may be checked out. Number may be increased at discretion of librarian based on patron history.

RESERVED MATERIALS:

**Holds**

1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog. A librarian may also place a hold for patron directly into the catalog by phone or in person.
2. When the item is available, the first person on the In-stock Hold list is notified.
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list, or returned to general circulation. If the patron still wants the item, their name may then be re-placed at the end of existing holds list.

**Reserves:**

1. Patrons who want an item for a specified future period of time, may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date, and item reserved may have a shortened checkout date if someone would choose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

If a patron is waiting for an item that is currently checked out by another patron, that person's name will not be released by staff members. Please refer to the ***Confidentiality and Library Users Record policy***.

Approved 1/90  
Revised 9/98  
Reviewed 6/01

Revised 3/03, 5/07,  
Revised 10/11  
Revised 11/14

Revised 12/17  
Reviewed 7/21  
Revised 1/22

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

## **CONFIDENTIALITY AND LIBRARY USER RECORDS POLICY**

The Board of Trustees of the Bertha Bartlett Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Bertha Bartlett Public Library cards could discourage use of the Library.

### **CONFIDENTIAL INFORMATION**

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

### **EXCEPTIONS**

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.
- The Library Director may authorize use of Library user contact information by Bertha Bartlett Public Library Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.
- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.

## REFERENCES

This policy has been developed in concert with Code of Iowa Chapter 22, "Examination of Public Records (Open Records)" and *Code of Ethics of the American Library Association*.

Approved: (Jan. 2022)

Bertha Bartlett Public Library  
Story City, Iowa

## **Inter-library Loan Services & Book Club Policy**

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a \$3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay \$1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08  
Reviewed 11/10, 12/14, 8/16,  
Revised 10/18  
Reviewed 8/21, 1/22

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**REFERENCE POLICY**

The Bertha Bartlett Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

***Statement of Procedure:***

In helping patrons in their search for information librarians and aides must determine the need of the user by conducting a reference interview.

**I. REFERENCE INTERVIEW:**

ESTABLISH:

1. Specific needs of patron
2. Recommend sources in addition to books, vertical file material, computer and on-line reference.
3. Assist in finding materials
  - a. Show where books are on the shelf---do not point.
  - b. Follow up to make sure that patrons are getting what they need.
4. Remain objective

Know that each patron feels his or her request is legitimate and important even though it may not seem so to the interviewer.

Conduct service on a "first come, first served basis" whether by telephone or walk-in patron.

Give patrons prompt attention.

If patron is wandering around the room, librarian should offer assistance. Judgment is necessary here...some patrons want to browse and do not want to be interrupted or bothered. Others may be hesitant about asking for help.

**II. Homework:**

Because homework assignments are usually made for the purpose of teaching students, the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

**III. Contest Questions, Quiz Programs, Crossword Puzzles:**

These questions are not answered but the patron is directed to sources from which he may seek his/her answers unless questions may be answered as a quick fact.

**IV. Medical Questions:**

Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.

**V. Legal Questions:**

Citation from codes can be given and other legal resources suggested but legal advice and/or explanation cannot be offered.

**VI. Genealogy Research:**

- a. The library provides genealogy books for patron use, both loan materials and for in library use.
- b. Postage for any materials ordered through Interlibrary Loan Services should be governed by the regulations of the agreements for Interlibrary Loan, Open Access and Access Plus.

**VII. Reference Books:**

- a. Reference books are not circulated except for older editions or at the librarians' discretion.

**VIII. Internet Sources:**

- a. Help direct patron to established, unquestionable sites, using legitimate online sources whenever possible. If locating information for patron reference question, the staff will include the site location where they found the answer.

Approved 1/90  
Revised 9/98  
Reviewed 1/02, 7/04  
Revised 1/08, 11/10,  
12/14, 10/18  
Reviewed 8/21  
Revised 12/21

## ***BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY***

1. Library sponsored activities are given priority. Under adequate notice the library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.
2. The library meeting room is available for group meetings. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. Rooms may be booked a maximum of 6 months in advance. The reservation procedure involves the completion of an application and signature of a responsible party (over 18 years of age). No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.
4. If a key is needed the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.
5. No parties.
6. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Alcoholic beverages and smoking are not permitted in the building.
7. Plans for decorations must be approved by the library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
8. Permission to use the meeting rooms in no way implies that the library supports the views of the group.
9. In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
10. Everyone using the room except local service organizations (i.e., Boy Scouts, Girl Scouts, etc.), will pay a \$25.00 deposit which is refundable if the room is left in proper order. Fees for using the room are as follows: City of Story City non-profit community groups, no charge. For profit groups \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Saturday; 12 noon - 10 p.m.- Sunday.

Established April 1994  
Reviewed 6/04,

Updated 11/07, 10/11,  
Updated 12/14,

Reviewed 10/18,  
Reviewed 1/22

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**Reading Room Policy – Kinne Wing**

1. The room is to be used only during open library hours.
2. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The Kinne Wing may be used as an alternative meeting room, when main room is booked or deemed too small. Large children's programs and special activities would be exempted from the quiet zone. The library director is authorized to deny permission to the use of the library reading room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. The room may be booked a maximum of 6 months in advance. (Same rules apply to this area as apply to the other rooms). Please place reservations in purple notebook denoting that the use is other than the main meeting room.
4. Usage will be limited to cultural and literary meetings only, with children's library programs included in this criteria. (No admission fee can be charged to people attending the programs).
5. If the meeting room is available it should be used first.
6. Meetings should not last longer than two (2) hours.
7. Patrons wishing to use the room to browse for books, magazines or other library materials must be allowed to use the room during the meeting.
8. Use of the room is free other than piano programs. The room must be left as it was found.

9/95

Reviewed 11/98

Reviewed 5/2001

Reviewed 6/04

Reviewed 1/08

Updated 10/11, 11/14

Reviewed 10/18

Revised 1/22

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IA

## Computer Usage Policy

### **Public Computer policy**

To use the library's public computer(s):

- Patrons and Guests must sign in (print clearly) at the Circulation Desk. Guests need to note which city they live in.
- Sign in for 60 minute time frames, may be extended if no one is waiting at the discretion of the librarians on duty. Patrons can log in a second time if no one is waiting for computers.
- Children under 8 should be accompanied by a responsible person, and will be asked to leave if disruptive.
- The charge for printing is 10 cents for an 8-1/2 x 11" page for black and white copies, your paper or ours. The cost increases for larger sized pages, proportionately, and increases to 50 cents for color for 8-1/2 x 11" paper, increasing proportionately for larger sized pages. See list of pricing attached to this policy.
- The number of people per station should not interfere with other patrons. The staff on duty will decide if the number of people at a single station is creating a problem for other library users. Neither children nor adults should share chairs.
- A limited number of headphones are available for use at the circulation desk in zip-lock bags, patrons are encouraged to purchase personal earbuds.

### **Staff Computer policy**

- All staff computers should have a password protected log-in
- Computers should be used in a secure User login, not administrative log-in
- Only paid staff or designated volunteers who are trained on the computers by authorized staff members, may use the staff computers
- No children or family members of employees should be on staff computers at any time, unless they have been authorized and trained. Any exceptions must be cleared with library director
- Social Media should be used primarily for library purposes during working hours. Personal pages may be viewed as part of employees' personal break or lunch time.
- If in an emergency situation the only way a patron can access critical materials is through a staff computer, they should not be left unattended.

Adopted 9/1994

Revised 6/06

Revised 6/09

Reviewed 12/11

Revised 12/12

Updated 12/14

Updated 10/18

Revised 12/21

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**OUTREACH PROGRAM POLICY**

The Bertha Bartlett Public Library provides materials and limited services to individuals who are unable to access the library at publicly managed facilities.

Materials are prepared and delivered regularly by a staff person and distributed. Records are kept of individuals checking out materials, including their interests to tailor the selection delivered.

Storytime Express will provide in-home storytime to home daycares with four or more children not related to the provider. This service includes book delivery and story hour. This service is provided during the school year and is offered monthly.

The Timberland Book Club is held at Timberland Village once each month. This is open to all members in the community to participate in this outreach program. Library staff identify and locate books for participants and lead discussion

Sept. 1987

Revised 11/98

Reviewed 6/01, 4/03

Revised 1/08

Revised 11/10

Revised 12/14

Revised 12/17

# **II. Collection Development**

***BERTHA BARTLETT PUBLIC LIBRARY***  
***Story City, Iowa***

**COLLECTION DEVELOPMENT POLICY**

**I. MISSION STATEMENT:**

The Bertha Bartlett Public Library will strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons. The library will continuously improve its materials and services.

**II. PARAMETERS OF THE COLLECTION**

A. The library adds books, DVD's, compact discs, audio books, periodicals, and large print books. Paperbacks are added mainly through donations.

B. Nonfiction is purchased to meet all age requirements. Attention is given to areas where students need information for reports. Encyclopedias are updated as needed. Text books are not purchased.

C. Fiction is added monthly for adults and children. The library tries to keep a good supply of the best sellers as well as well-known authors. The library tries to maintain a balanced collection.

D. Computer hardware and software is available for patron use.

**III. Priorities And Limitations**

Duplicate copies are accepted by the library. Due to budget limitations, the library may not have all the books needed to fill patron demands.

Other sources:

1. Interlibrary loan.
2. Reference requests — State Library of Iowa, Ames Public Library
3. Heartland Area Education Association 11
4. Open Access, Access Plus

**IV. SELECTION**

A. The library subscribes to the general principles embodied in the "Freedom to Read," "Freedom to View," and "The Library Bill of Rights" prepared by the American Library Association. The library ascribes to the accepted principles of intellectual freedom.

B. The primary objective in selecting materials for purchase is to collect items of contemporary significance and/or permanent value. Patrons are an essential part of the library and their suggestions and comments are encouraged. The library will try to purchase patron suggestions from the Suggestion Box if it is content appropriate, financially feasible, and provides balance or depth to the collection.

1. Materials must meet the following criteria:
  - a. Authority and competency of the author.
  - b. Accomplishment of its purpose.
  - c. Fundamental objectivity.
  - d. Clarity, honesty, and accuracy of its presentation.
  - e. Relation to the existing collection.
  - f. Relative importance in comparison with other books on the subject.
  - g. Timeliness of the subject matter.
  - h. Literary quality.
  - i. Cultural value.
  - j. Historical relevance
  - k. Evaluation in the established and widely-accepted reviewing sources.

#### C. Adult Material and the Young Reader

1. The library recognizes that some material is controversial and may offend some readers. Material selection, therefore, is not based on anticipated approval or disapproval, but primarily on:

- a. The merits of the material in relation to the varied needs and interests of the community's citizens, and
- b. The need to balance the library's collection.

2. To label or sequester material because of its potential controversial nature is an act of censorship. The library, therefore, does not restrict access to the library materials except for the express purpose of protecting material from mutilation or theft. See the Controversial Materials Policy for the reconsideration procedure.

3. Young adults (Jr. & Sr. High) and children (Preschool thru 6<sup>th</sup>) may use both the children's and the adult collections. A minor's parents or guardians are responsible for the library use of their children. Children's and young adult collections are developed and maintained for the convenience of minors and their parents or guardians.

#### D. Responsibility for Selection of Library Materials

The library board of trustees endorses this Collection Development Policy which serves as the guidelines for purchases. The board of trustees delegates this responsibility to the librarian. If questions arise concerning policy, the librarian will

direct the matter to the board of trustees for resolution.

E. Selection Tools

- a. Review publications, such as Booklist, Library Journal, School Library Journal, Kirkus, etc.
- b. Des Moines Sunday Register.
- c. New York Times Book Review.
- d. Workshops.
- e. Children's Catalog.
- f. Fiction Catalog.
- g. Amazon reviews and other Internet reviewing sources
- h. Requests from patrons

V. EVALUATION OF COLLECTION FOR WITHDRAWAL

The staff continually examines the collection. Items will be withdrawn when they meet any of the following criteria (please see the Weeding Procedure for further information):

1. Out of date.
2. Poor condition.
3. Questionable because of newer materials.
4. Circulation patterns.
5. Community interests.
6. Availability of newer or more valid materials.
7. Books or materials of local history are exceptions and will not be pulled unless better copies are located.
8. Books or materials with desirable titles that are withdrawn because of condition or loss will be considered for replacement as the budget allows.

Adopted 3/89  
Revised 3/07  
Reviewed 11/10  
Revised 7/14,10/18  
Reviewed 9/21  
Revised 11/21

# BERTHA BARTLETT PUBLIC LIBRARY *WEEDING PROCEDURE*

## Objectives:

1. To make space for more valuable items.
2. To provide a more appealing, more up-to-date collection.
3. To make the library easier for patrons and staff to use.
4. To maintain a reputation for providing reliable information.
5. To encourage patrons to handle materials carefully.
6. To provide feedback on strengths and weaknesses of the collection.

## Criteria:

1. Poor physical shape
  - A. Film or paper brittle
  - B. Colors faded
  - C. Paper yellowed or torn
  - D. Book (materials) covers scratched or warped
  - E. Bindings ragged
2. Poor format
  - A. Small print
  - B. Poor quality pictures
3. Poor content
  - A. Out of date information, especially, science, medicine, health, technology, geography, travel, transportation
  - B. Trivial subject or approach
  - C. Mediocre writing
  - D. Inaccurate or false information
  - E. Repetitious series
  - F. Superseded editions
  - G. Not on standard lists
  - H. Inflammatory or Insensitive terminology or views
4. Inappropriate for the specific collection
  - A. Neither circulated nor used for reference
  - B. Unneeded duplicates
  - C. Unneeded titles in little-used subject areas. Retain a few basic titles
  - D. Interest or reading level inappropriate for clients
  - E. Change in curriculum and/or age group served
5. What not to weed
  - A. Classics except when more attractive format is available
  - B. Local, Iowa history, Scandinavian materials, unless can replace with better or new copies
  - C. Annuals and other major publications of the school or community college
  - D. Materials such as public relations brochures, and bound advertising which could be considered archival, if no other unit of the institution maintains such files.
  - E. Items incorrectly classified or poorly promoted which might circulate under changed circumstances.

Adopted 2/93

Revised 6/00

Reviewed 1/03

Revised 1/08, 11/10

Revised 7/14

Reviewed 10/18, 9/21

Revised 11/21

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**GIFTS POLICY**

The library welcomes gifts of all types including library materials, money, and real property. The library, however, reserves the right to refuse gifts it feels are inappropriate, and to dispose of gift materials as its needs dictate.

Gifts of library materials are accepted if they fit with the scope of the Collection Development Policy. Materials purchased as memorials will be selected for their long term usefulness and will remain in the collection for many years. Gift materials will not be shelved in any special section, but will take their place with the regular collection. Gift books may be identified with a book plate giving the name of the donor.

Gifts of cash should be directed to the Bertha Bartlett Public Library Foundation or designated for current purposes.

Gift items will be withdrawn from the library according to the same principles as purchased items. The library cannot assume the responsibility for notifying the donor of the withdrawal.

All gifts to the library are tax deductible. The library cannot provide donors with an estimate of the gift's value for tax purposes. A letter of recognition and appreciation will be sent for donated gifts. Donors can complete a form to use for tax purposes that identifies quantity, not value.

The Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make gifts or donations to other individuals, groups, or organizations.

Approved 4/1985

Revised 7/2000

Reviewed 2/02, 8/04, 1/08

Updated 12/11

Reviewed 10/18

Reviewed 9/21

Revised 11/21

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**CONTROVERSIAL MATERIALS POLICY**

The Library endorses the ***Freedom To Read*** statement prepared by the American Library Association, the Freedom to View statement adopted from EFLA and The Library Bill of Rights. (See Appendix).

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the Library's collection will be objectionable to some people in the community.

The Library, in a very real sense belongs to the whole community, to the minority as well as the majority. It has a real responsibility to serve that community in all its variety. That responsibility includes providing for the needs and the interests that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The Library attempts to represent all sides of controversial issues within the limits of budget and space.

In no case does the library take an official stand on any public question. The function of the library is to provide information, not advocate specific points of view.

The Library welcomes comments and criticisms of its collection. However, no citizen in a democracy has a right to prevent another from using any specific material by demanding its removal from the Library's shelves. Anyone wishing to make a formal complaint may do so by filling out the Request for Reconsideration of Library Materials form. The form will be considered by the Board of Trustees and their decision will be final.

Adopted 5/89

Reviewed 4/94, 8/98, 3/02, 1/08, 12/11, 5/14, 10/18

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**MAGAZINE POLICY**

- I. Check In:
  - A. Magazines are stamped with the library identification stamp on the top of the front cover when they arrive at the library. A barcode is added to the front of the magazine.
  - B. Record the issue date on the database.
  - C. The new issue is put in a plastic cover, and is not to circulate. It is placed on the slanted shelves in the magazine display area. Recent back issues are kept on the shelf under the slanted shelf. Older back issues are kept in periodical boxes and stored.
- II. Back issues are filed by years and kept according to the following plan.
  - A. Keep one copy of National Geographic indefinitely
  - B. Keep all magazines listed in Readers ' Guide for 3 years with the exception of:
    - (a) Consumer report
    - (b) Newsweek
    - (c) Popular Mechanics
    - (d) Reader's Digest
      - All others are to be kept for 5 years counting the current year.
  - C. Keep any Iowa magazine indefinitely
    - i. Iowa Heritage illustrated
    - ii. Annals of Iowa
    - iii. Iowan
    - iv. Any other Iowa magazine.
  - D. All other magazines are kept for one year if space is available.
- III. The library will offer a magazine exchange. Withdrawn magazines and magazines patrons donate are offered free to anyone interested. Donated copies should be checked against the library's copies so that missing issues could be replaced.
- IV. Weeding procedure
  - A. Withdraw magazines that are over the time limit.
  - B. Black out library identification
  - C. Clip articles for the vertical file
  - D. Place intact magazines in exchange.

Adopted 1/86  
Revised: 8/01  
Reviewed 1/03  
Updated 10/11  
Reviewed 7/14  
Updated 10/18  
Reviewed 9/21

**BERTHA BARTLETT PUBLIC LIBRARY**  
**Story City, IA**

***DVD/VIDEO POLICY***

The DVD and Video collection at the library will be based on patrons' interests. Gift DVD's and videos will be accepted and added to the collection as appropriate.

DVD's will be checked out for 1 week. Videos will be checked out for 3 weeks. A fine of ten cents per day will be assessed for materials overdue.

Exceptions may be made at the librarians' discretion.

12/1987

Revised 4/05

Reviewed 5/07

Reviewed 7/14

Reviewed 10/18, 9/21

# **III. Personnel**

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**EMPLOYEE POLICY**

**I. GENERAL GUIDELINE**

**1. NON-DISCRIMINATION POLICY**

A. Guidelines:

The Bertha Bartlett Public Library is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, or because of race, national origin, or other non-merit factors shall be prohibited. Discrimination on the basis of age, sex, or physical or mental disabilities will be prohibited except when specific occupational qualifications are demonstrably necessary for proper and efficient operation and administration of the job.

**2. FILLING VACANCIES**

B. Library Director Guidelines:

1. A search committee will be formed consisting of two members of the Library Board, the city council liaison, and two members of the community. The members of the community will be chosen by the Library Board from all the people that apply. The Search Committee will advertise the position. The search committee will screen all the applicants and choose the three or four they feel are best qualified. The candidates will be invited to interview with the entire Library Board and the City Council liason. The Library Board will vote to decide which candidate should be offered the position of the director.

C. Staff Vacancies:

Staff vacancies shall be advertised by public notice. This can be done by using newspapers, online resources or public posting or a combination. Prospective employees are asked to submit a resume and references to the Library Director. (See City of Story City employment practice (3.02) employment of relatives)

The Director reviews the applications for staff positions, requesting interviews with persons to interview. Board members may be included in any level of this process. Preference will be given to those with a degree.

The Library Director will offer the job to the person they feel is most qualified.

**3. LIBRARY RULES AND POLICIES:** (See City of Story City Employee Policy Manual Section 8: Discipline & Discharge)

A. Guidelines: Violation of the provisions of these Rules and Policies shall be grounds for disciplinary action.

B. DISCIPLINARY ACTION

1) Reasons:

Any employee is subject to discharge, suspension, or demotion for any of the following:

Violation of work rules, inefficiency, insubordination, incompetence, failure to perform assigned duties, un-rehabilitated narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligent conduct which adversely affects the employee's performance or the employer, conviction of a felony while employed with the Library, misconduct, or any other just and good cause.

C. Procedure:

It is the policy of the Library Board to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge.

- 1) first violation — a verbal warning shall be given by the Library Board or immediate supervisor.
- 2) second violation — a written reprimand shall be issued within seventy-two (72) hours of knowledge of the violation, signed by the Board President or supervisor and delivered to the employee in question stating the reason for the reprimand and the consequence of repeated action. This document becomes part of the employee's personnel file. If there is no repeated violation of this rule, or that of similar nature, within two (2) years, the reprimand will be removed from the employee's personnel file.
- 3) third violation — a suspension by the Library Board without pay or not more than five (5) working days and a written statement within forty-eight (48) hours of knowledge of the violation, indicating the reason for suspension.
- 4) fourth violation — discharge of the employee by the Library Board.

D. Termination:

Upon termination by board action, the person is no longer considered an employee of the library or the city. All vacation time proportionately accrued up to the termination date shall be paid to the employee, according to appropriate guidelines. In the case of termination, the employee shall not be granted any further

compensation beyond the termination date.

- E. Notices:  
All reprimands, suspensions, demotions, reductions in salary, and discharges shall be in writing and given to the employee in private. A copy signed by the Library Board President, Supervisor, and the employee, shall be kept on file in the personnel folder by the City Clerk.

### 3. AMENDMENT OF RULES AND POLICIES

- A. Guidelines:  
Amendments to these Rules and Policies shall be by Library Board action.

### 4. ANNIVERSARY DATE

- A. Limitations:  
The employee's anniversary date is established on the first day of employment. This date will generate one additional floating holiday annually. The status of a re-employed person who has voluntarily resigned is that of a new employee and credit for previous service shall not be given. The anniversary year shall be used to calculate sick leave and other benefits.

## **II. RECORDS AND EVALUATIONS**

### 1. CHANGES IN BASIC PERSONNEL RECORDS

- A. Guidelines:  
Any change in name, marital status, withholding tax exemptions, address, or telephone should be reported promptly to the City Clerk.

The Library Board or library director shall notify the City Clerk of newly hired employees immediately. This procedure will insure prompt payment to the new employee at the end of the pay period.

### 2. EVALUATION OF EMPLOYEE WORK AND CONDUCT

- A. Guidelines:  
An employee evaluation file shall be created for all employees. This file should be kept on record with the City personnel file for three (3) years after employment has ceased, in order to provide an accurate account of the employee's performance, as in the case of an employee using the City as a reference.
- B. Procedure:  
The employee will be evaluated annually. Any financial changes due to increased employee skills and training will be brought to the Library Board for

consideration. Any alterations in the budget must be approved by the City Council.

### **III. WORK REGULATIONS**

#### **1. PROBATIONARY PERIOD**

##### **A. Reason for and duration:**

The probationary period for all new employees shall be regarded as an integral part in the determination of their continued employment with the library. During this period, the Library Board shall evaluate the employee's work performance as well as his/her adjustment to the new position and discuss the evaluation with the employee. The normal duration of a probationary period will be twelve (12) months.

##### **B. Procedure**

If, during the probationary period, an employee is found to be incompetent or unqualified in performance duties of the position to which he/she was hired, the Library Board shall recommend immediate termination. At the end of a probationary period, the Library Board shall evaluate the employee's performance and make a recommendation as to any changes in the employee's wages or status.

#### **2. HOURS OF WORK**

##### **A. Provisions:**

Normal working hours are based on the hours the library is open to the general public. Specific hours are to be determined by the Library Board. A one (1) hour (unpaid) lunch period may be taken if scheduled through lunch or dinner hour. The option of taking a one-half hour (1/2) lunch period (unpaid) may be taken with the approval of the Library Director as long as the paid period does not exceed hours scheduled for the day.

##### **B. Breaks:**

Short rest periods or coffee breaks shall be limited to one (1) fifteen (15) minute break during each one-half (1/2) work shift. These periods must be scheduled to minimize the disruption of work in the library. Breaks should be taken on the library site unless specific permission has been obtained.

##### **C. Resignations:**

Upon the decision of an employee to resign, a written resignation should be submitted to the Library Board stating the reason for resigning and the termination date. The written notice should be submitted at least thirty (30) calendar days in advance of the final work day in order to provide the Library Board adequate time to fill the position. If this procedure is followed by the

employee, all compensation and fringe benefits accrued up to the resignation date shall be paid to the employee subject to the Library Boards approval. Employees who voluntarily resign, or are released for just cause, and who return to employment of the library shall return as a new employee.

D. Abandonment of Position:

An employee who is absent from duty three (3) consecutive work days without notifying the Library Board shall be deemed to have resigned his/her position. Renewed employment shall not be granted unless justifiable reason can be produced explaining the period of absence.

E. Reduction of Work Force:

When the situation arises in which the work force must be reduced because of a shortage of work or limitation of funds, a written notice of such action shall be issued to those employees that are affected within fourteen (14) calendar days prior to the date of separation from library employment. Separation of the employee shall be carried out with due consideration to status, length of service, and performance evaluations. An employee on lay off status returning to employment with the library after being laid off, shall have benefits restored to their prior level unless benefits offered to employees have changed. Employees may be maintained on a lay off status for a maximum period of twenty-six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available. Any employee laid off would still need to reapply, and is not guaranteed employment.

F. Lost Checks or Warrants:

In the case where an employee has lost his/her warrant, a report of loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of this procedure, a new check/warrant will be issued.

G. Death:

The estate of a deceased employee will receive all payment earned by the employee up to the time of death.

**IV. COMPENSATION AND DEDUCTIONS**

1. WAGE COMPENSATION

A. Pay Period:

Employees of the Bertha Bartlett Public Library are paid every two weeks. Distribution of pay checks shall be made through the City Clerk.

B. Payroll Deductions:

Deductions for Federal and State Income Withholding Tax are made routinely on

the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security Tax and IPERS. Further deductions from an employee's pay check may be made upon an employee's written request and the consent of the City Administrator. All requests made by an employee concerning payroll deductions will be kept on file.

C. Benefits:

1. City insurance is available to employees working 1,900 hours a year.
2. Retirement benefits (IPERS) are provided for library employees, with the exception of students after 1 (one) year of employment.

2. Training and Education Reimbursement

A. Education:

The Library Board encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses shall be considered for compensation. Evidence of successful completion of training programs should be filed in writing to the Library Board.

The director is expected to attend library meetings and conferences, as the budget permits, with approval from the Library Board. The library will pay for the director's and any other appropriate employees recommended by the director for membership in the Iowa Library Association.

B. In-Service Training:

Professional and instructional meetings and schools presented by different organizations, inside and outside the City, may provide a beneficial learning experience to certain employees. This training, subject to Library Board approval, may be used to improve the operating efficiency of the Library. The Library shall reimburse the employee for all Board approved travel expenses. Prior approval should be given by the Library Board for all reimbursable expenses prior to their incurrence. The Library Board President may grant approval if the enrollment application and fee is due before the next scheduled Library Board meeting. All reimbursements shall have been specifically appropriated in the department's budget for this purpose.

**V. TIME OFF FROM WORK**

1. HOLIDAYS

A. To Qualify:

All employees shall receive their regular compensation for the following legal holidays if it is their normal designated workday. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the

payroll their working day immediately preceding or following the holiday. Particular dates for each holiday will be determined by the City Council/Library Board at the beginning of each year.

- B. Designated Holidays:
- |                                     |   |
|-------------------------------------|---|
| New Year's Eve Day, close at 5 p.m. | Thanksgiving Day                              |
| New Year's Day                      | Christmas Eve (1/2 day – city closing varies) |
| Memorial Day                        | Christmas Day                                 |
| Independence Day                    | Labor Day                                     |
| Veteran's Day (see note)            | Floating Holiday                              |
| President's Day (see note)          | Day after Thanksgiving (see note)             |

Note: The Library will be open Veteran's Day, President's Day, and the day after Thanksgiving. Employees working will receive, on another day, the equivalent number of hours worked.

- C. Floating Holiday:  
To obtain the floating holiday, an employee shall notify his/her department head prior to the day being taken. If the leave places too much of a burden on the department at the time, the department head may require an alternate time.
- D. Religious Holidays:  
It is the policy of the City/Library Board to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the department head establishing an alternate work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.
- E. Week-end Holidays:  
When a designated holiday falls on a Saturday, it shall be observed as the legal holiday and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

## 2. VACATION LEAVE

- A. General Regulations:  
Each person regularly employed in a continuing position with the Library shall earn vacation pay reflecting longevity of service. Employees resigning or terminated before they have completed twelve (12) months of continuous employment will not be eligible for any prorated vacation benefits.
- B. Schedule:  
Vacation leave shall be accrued in accordance with the following yearly employment schedule based on prorated hours worked per week.

## TENURE

### PAID HOURS OFF

During 1st year of continuous employment.....	40 hours
Beginning 2nd year of continuous employment.....	80 hours
Beginning 8th years of continuous employment .....	120 hours
Beginning 15th year of continuous employment.....	160 hours

#### C. Procedure:

An employee shall notify the Library Director in advance of the desired vacation. The director will notify the Library Board. If it becomes necessary to limit the number of employees on vacation at one time, the Board will determine if the employee with the earliest request will be granted preference as to vacation time.

#### D. Exceptions:

An employee shall not accrue vacation leave during periods of temporary lay off, suspension, or leave without pay.

#### E. Limitations:

Vacation leave may not be taken in advance and employees may not waive their vacation right, in order to collect both vacation and work pay. If unused, a maximum of 4 weeks (160 hours) of vacation may be carried over each year.

#### F. Accrued Vacation Payment:

Any person regularly employed in a continuing position separated from Library employment by reduction of force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of any unused vacation leave earned.

## 3. LEAVE OF ABSENCE

#### A. Leave Without Pay:

The Library Board may grant a leave of absence for a reasonable purpose to employees for a limited period of time.

#### B. Procedure:

A request for leave shall be in writing, which shall include the beginning date, duration, and reason for leaving. All requests must be submitted at least one (1) month prior to the leave, except in extreme hardship cases.

#### C. Benefits:

Benefits and wages shall not be accrued during leave of absence.

#### D. Failure to Report:

If the employee does not return within five (5) working days after the leave has

expired, the individual will forfeit all reinstatement rights to his/her position.

#### 4. SICK LEAVE

A. Schedule:

B. All full time employees shall accrue sick leave with pay at a rate of eight (8) hours per month of service up to 120 working days

C. Provisions:

Payment of accrued sick leave benefits will begin on the first (1) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as a sick day. Paid sick leave is a protection and is never to be considered as time off with pay or vacation time.).

C. Calling In:

An employee shall inform his/her co-workers that he/she is not coming in to work, no later than one (1) hour prior to the work period. The Library will not be closed due to the illness of its staff.

D. Verification:

The Library Board may require a written certificate from a licensed practicing physician, osteopath or dentist, stating the reason for taking sick leave. In the case of prolonged illness, a brief written physician's statement concerning the employee's condition and expected date of return to the job should periodically be sent to the Library Board President.

E. Limitations:

If an absence due to an illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted leave without pay by the Library Board.

#### 5. FAMILY AND MEDICAL LEAVE

The City/Library in conjunction with the Family and Medical Leave Act of 1993 (FMLA) provides, upon written request, up to twelve (12) weeks of unpaid, job-protected leave for each fiscal year to regular full- and part-time employees for certain family and medical reasons. Employees are eligible if they have worked for the City for a least one year, and have worked 1,250 hours over the previous twelve months. Unpaid leave will be granted for any of the following reasons:

A. To care for the employee's child after birth, or placement for adoption or foster care,

B. To care for the employee's spouse, son, daughter, or parent who has a

- serious health condition, or
- C. For a serious health condition that makes the employee unable to perform the employee's job.

Any employee wishing to take such unpaid leave is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days advance notice when leave is "foreseeable." The City/Library may require medical certification to support a request for leave because of serious health condition, and may require second and third opinions (at the City's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the City/Library will maintain the employee's health coverage under the group health plan, if applicable. In some cases, the City/Library may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave. Upon return to work the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms.

Application for FMLA leave should be filed with the department head at least thirty (30) days prior to the anticipated beginning date of leave. The written application for extended leave shall:

- A. Be accompanied by the proper certification of illness, pregnancy, or impending adoption by the employee's physician or adoption agency.
- B. The date that leave is requested to begin.
- C. The anticipated return date the employee expects to return to normal duties.

An employee, upon request and approval from the City Administrator, may use forty (40) hours of paid sick leave to care for the employee's child after birth.

An employee, upon request and approval from the City Council, may be granted additional days of paid sick leave to care for the employee's child after birth.

## 6. INJURY LEAVE

### A. Accident Report:

When an employee of the Library suffers an injury, however, minor, while engaged in authorized Library work, a report of such accident shall be filled out promptly by the individual and submitted to the City Clerk's Office and the Library Board President. This report shall provide all known details and circumstances pertaining to the injury, as well as the names of all witnesses.

### B. Coverage:

Any Library employee who is injured while engaged in authorized Library work,

and as a result is absent from work, is allowed to use sick leave. When said employee is off work long enough to be eligible for Workmen's Compensation Benefits only that portion of pay which is not covered by Workmen's Compensation shall be deducted from the employee's accumulated sick leave days, i.e., a person receiving eighty (80) percent of his/her take home earnings will receive the remainder of his/her pay (minus deductions) from the Library and that portion (percentage) of wages will be deducted from accumulated sick leave. After all sick leave is used, the employee may be eligible for further compensation in accordance with the Workmen's Compensation Act.

C. Verification:

In order to receive such supplemental benefits, a written statement submitted by a physician, osteopath, or dentist describing in detail the nature and extent of the injury, may be required by the Library Board and the City Administrator. An employee may be required to provide additional periodic written statements by the physician, osteopath, or dentist describing the progress of his/her health and the recommended date for returning to work.

7. WORKERS COMPENSATION

Library employees operate under and are subject to the Iowa Worker's Compensation Act as found in the *Code of Iowa*.

If an employee suffers an accidental job related injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment, he/she should follow the same procedure as previously stated for reporting the accidental injury. All related billings and record of time off must be forwarded to the City Clerk's office and the Library Board President.

City employees who suffer a work related injury or illness are covered through the City's general liability insurance program.

8. FUNERAL LEAVE

A. Limitations:

A period not to exceed four (4) days with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate family (parent, or step-parent, spouse, child, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, or sister-in-law).

9. EMERGENCY LEAVE

A. Limitations:

The Library Board may grant an employee time off from his/her duties without compensation for personal reasons for a period not to exceed five (5) working

days, depending upon the seriousness of the problem.

## 10. MILITARY LEAVE

### A. Limitations:

The employee, upon showing appropriate orders to the Library Board, shall be granted a military leave in accordance Section 29A.28 of the *Code of Iowa*.

The Library Board may grant additional time to employees when sufficient cause warrants an extension.

## 11. JURY AND RELATED DUTIES

### A. Limitations:

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before court, legislative committee, or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County (or county in which the employee resides), or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the City Administrator. Any compensation received by employees for court related activities shall be accepted with the amount of the compensation deducted from the wages received by the Library. Reimbursement for meals, travel, and lodging may be retained by the employee.

## **VI. RULES OF CONDUCT**

### 1. CAMPAIGNING FOR PUBLIC OFFICE

#### A. Limitations:

An employee shall refrain from campaigning in any manner for a public office while the employee is working in an official role for the Library. He/she must refrain from soliciting funds or displaying campaign materials in City buildings.

### 2. FINANCIAL OBLIGATIONS

#### A. Guidelines:

Employees shall arrange and conduct their personal financial affairs prudently, so that creditors will not have to make use of City premises or procedures for the purpose of making collections. Repeated failure on the part of an employee to meet his/her financial obligations shall be grounds for disciplinary action or discharge.

### 3. ACCEPTANCE OF GIFTS

- A. Guidelines:  
Employees shall not accept personal gifts worth more than \$25.00 as a result of their employment with the Library.

#### 4. OUTSIDE EMPLOYMENT

- A. Guidelines:  
The Library Board discourages outside employment or activities by employees which constitutes a conflict of interest with public duties, or are inconsistent or incompatible with public employment.

#### 5. POSITIONS COVERED BY THIS MANUAL

- A. Guidelines:  
it is the policy of the Library Board that these rules and regulations apply to all offices, positions, and employees of the Library, except those members of citizens boards, commissions, and personnel appointed to serve without compensation.

Approved 3/27/1989

Revised 1/2007

Revised 10/2010

Reviewed 11/2014

Reviewed 2/2018

Updated 1/19

Revised 10/21

# **Bertha Bartlett Public Library**

## **Library Director**

### **Job Description**

#### **Overview**

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

#### **Specific Responsibilities**

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Develops and maintains the collection through developing a collection plan, initiating orders and supervising the ordering, cataloguing, classification and maintenance of the library collection.
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate community groups, the media, and the City of Story City and Gilbert.
- Maintains contact and oversees sharing of resources with the community of libraries on a regional and provincial level.
- Ensures proper liaison and support is provided to volunteers.
- Manages the library facility through ensuring effective maintenance, security and use of the building.
- Provides support and expertise to the Board in preparing a strategic plan and an annual budget.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Reports monthly to the board, and serves as a liaison to the staff.
- Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs.
- Plans and executes staffing requirements including selection, orientation, training, development and scheduling.
- Applies for and administers grants to supplement and extend the library's services.
- Ensures accurate and timely reporting.
- Coordinates author tours.
- Develops policies for approval by the Library Board.
- Is the Library's ambassador to the community.

### **Required knowledge, ability and skills**

- Experience in staff management, budget administration and working in a non-profit, community based environment.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the board and staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- Knowledge of budgeting and accounting practices.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Willingness to work outside normal working hours and travel on occasion.

### **Desirable training and experience**

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Revised 11/11

Reviewed 11/14, 2/18, 10/21

**Bertha Bartlett Public Library**  
**Assistant Library Director**  
**Job Description**

**Overview**

Under the direction of the Library Board and the Library Director, the Library Assistant Director is responsible for assisting the Director in all phases of library operation.

**Specific Responsibilities**

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Assists in developing and maintaining the collection by initiating orders and managing cataloguing, classification and maintenance of the library collection.
- Supervises youth services program coordinators, and assists with programs as needed. Helps develop new and online programs and communicates with school staff and home schoolers
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate media outlets and pertinent citizens in Story City, Gilbert, Story County and legislative representatives.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Assists the Director with effective hiring, assignment of duties and scheduling of library employees.
- Assists the Director with staffing requirements including selection, orientation and training.
- Assists the Director in developing policies for approval by the Library Board.
- Web page design, authoring and maintenance.
- Monthly newsletter design, authoring and production.
- Assists with monthly reports, annual reports and accreditation. Works closely with library Director and attends board meetings when appropriate
- Assumes responsibility for the library in the absence of the Director.

**Required knowledge, ability and skills**

- Knowledge of web page authoring and desktop publishing.
- Familiarity of social media and design online programs and services
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the staff.
- Extremely well developed organizational skills.

- Excellent knowledge of and ability with computerized library methods and services.
- Knowledge of literature for all ages, and able to provide readers advisory on multiple levels.
- Ability to develop, coordinate, and promote programs from pre-school to adult.
- Ability to communicate effectively both orally and in writing.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Knowledge of general office equipment.
- Ability to troubleshoot network and computer hardware and software problems.
- Willingness to work outside normal working hours and travel on occasion.

### **Desirable training and experience**

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Approved: 11/11

Reviewed 8/14, 2/18

Revised 11/21

## **YOUTH SERVICES COORDINATOR/Children's & Young Adult Services**

The Youth Services Coordinator is responsible for the planning, development, and administration of the Children's and Young Adult Department of Bertha Bartlett Public Library. This employee performs supervisory work and professional duties of collection and program development and service to library patrons. The work requires considerable professional skill, initiative, and independent judgment. Work is supervised and evaluated by the Library Director & Assistant Director through regular meetings, annual performance evaluations, and review of reports and work performed.

### **Duties & Responsibilities**

#### ***Planning, Development, and Administration***

- Responsible for planning for the development of the Children's/YA Department and its collection.
- Responsible for the administration of the department and its programs.
- Responsible for staying current on Children's/YA literature and library services.
- Responsible for the appearance of the Children's area.
- Prepare monthly reports on the use of the department's materials, needs for purchase and program statistics (number of programs and attendance).
- Participate in the discussions of the department's annual budget, reviewing needs during the year and the Summer Reading Program, make request and support changes.
- Responsible for the management of the Children's computer area.
- Attend professional meetings, workshops and participate in statewide training in addition to any professional associations as approved by Library Director and the library board.
- Provide input into the development of department policies, rules, and procedures, for example, staffing, working alone, unattended children, computer time, and processing.

#### ***Supervision***

- Train, supervise, and assist co-workers when appropriate and volunteers.
- Supervise the patron use of public access computers.

#### ***Collection and Program Development***

- Responsible for the development of standards for the department's collection.
- Research and review new Children's/YA books, talking books and videos.
- Inventory the existing Children's/YA collection and make recommendations on removal of materials that are no longer used, or obsolete.
- Responsible for developing and presenting services to elementary students.
- Responsible for planning, developing, and promoting the Summer Reading Program for young library patrons in both Gilbert and Story City, and coordinate efforts with Gilbert staff. This includes coordinating incentives for both locations, and informing staff.
- Responsible for planning and conducting the Story Time Programs for preschool children.
- Responsible for planning and arranging for all special Children's/YA programs, such as Early-Out programs, puppet shows, plays, visiting authors, storytellers, and puppeteers.

- Responsible for the security and maintenance of all materials in the department.
- Responsible for determining the desired focus of the department's collection, with the approval of the Library Director.

### *Service*

- Assist and instruct library patrons in the use of the department's materials and resources.
- Assist library patrons in the selection and location of library materials.
- Communicate department policies, rules, and procedures to library patrons.
- Provide information to the area schools and community groups on the department's materials, services, programs, and needs.

## **Job Requirements and Specifications**

A Bachelor's Degree and previous library and work experience with children are minimal requirements for this position. An elementary education degree or experience as a Children's/Young Adult Librarian preferred. The specific skills required are as follows.

### *Managerial*

- Ability to plan, organize, and implement department policies and activities.
- Ability to instruct and supervise others.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform administrative duties such as record keeping, scheduling work, and preparing reports and letters.

### *Technical*

- Good working knowledge of the materials and equipment in the department.
- Knowledge of and the ability to stay current on Children's/YA literature and authors.
- Skilled with Word, Excel, Email and Desktop publishing and able to assist others.

### *Library Science*

- Knowledge of the professional practices, procedures, and techniques of library science.
- Knowledge of proper library cataloging and classification.

### *Communication*

- Ability to listen and communicate effectively with children, young adults and their parents.
- Ability to communicate department policies, procedures, and rules to the public.
- Ability to listen and communicate effectively with library staff.
- Ability to communicate effectively in writing and as a public speaker.

### *Desirable Qualities*

- |                            |                                 |
|----------------------------|---------------------------------|
| • Energetic & Enthusiastic | Creative                        |
| • Organized yet flexible   | Enjoys young people of all ages |

**Bertha Bartlett Public Library**  
**Library Aide I**  
**Job Description**

Overview

This entry level position would be filled by persons with some childcare, library or education experience, and/or undergraduate degree. Library Aide II, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aide will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
  - a. Reader advisor
  - b. Reference
  - c. Research
  - d. Information
  - e. Interlibrary Loan
  - f. Circulation
    - i. Complete opening and closing procedures when appropriate, including computer setup
    - ii. Charge out materials, including renewals
    - iii. Check in materials, clean books, and materials
    - iv. Reshelve materials
    - v. Maintain borrower files
    - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
    - vii. Make calls for holds, run reports
    - viii. Maintain statistics requested during shift, including reference assistance
    - ix. Monitor or proctor testing areas
- II. Physical Plant
  - a. Maintain a clean, neat library
  - b. Keep books in correct order on the shelves
  - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
  - d. Suggest any needed equipment
- III. Clerical Duties
  - a. Word processing as conditions warrant.
  - b. Prepare catalog records or assist with patron cards, spine labels.
- IV. Other Duties as assigned
  - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

# **Bertha Bartlett Public Library**

## **Library Aide II**

### **Job Description**

#### **Overview**

This entry level position would be filled by persons with no childcare, library or education experience, and/or undergraduate degree. Library Aide II, under supervision of the Library Director or Assistant Director, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aid will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
  - a. Reader advisor
  - b. Reference
  - c. Research
  - d. Information
  - e. Interlibrary Loan
  - f. Circulation
    - i. Complete opening and closing procedures when appropriate, including computer setup
    - ii. Charge out materials, including renewals
    - iii. Check in materials, clean books, and materials
    - iv. Reshelve materials
    - v. Maintain borrower files
    - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
    - vii. Make calls for holds, run reports
    - viii. Maintain statistics requested during shift, including reference assistance
    - ix. Monitor or proctor testing areas
- II. Physical Plant
  - a. Maintain a clean, neat library
  - b. Keep books in correct order on the shelves
  - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
  - d. Suggest any needed equipment
- III. Clerical Duties
  - a. Word processing as conditions warrant.
- IV. Other Duties as assigned
  - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills. Those duties are performed when the library is the least busy or when there are other support staff available to help keep the library functioning.
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**PROFESSIONAL LEAVE POLICY**

Any employee of the Bertha Bartlett Public Library may request permission to attend a workshop, seminar, training session, or convention with pay. The request needs to be made prior to attendance and needs to be made to the BBPL Board. Coverage for duties and responsibilities in operating the library will need to be worked out by the library staff before approval is granted by the board. The library board will grant such requests provided sufficient funds remain available (currently the amount is 40 hours), applicable to the employee's duties at BBPL. The registration fees for all such requests will be paid for by the BBPL if the request is granted. Mileage will be paid. Meals will only be paid if the cost cannot be separated from the registration.

Any employee of the BBPL may request permission to attend a workshop, seminar, training session or convention without pay. The procedure would be the same as stated above. Registration fees for all such approved requests will be paid for by the BBPL. Mileage will be paid for such approved training at the rate currently in effect by IRS provided a bill stating the amount of miles accumulated in attending such a session is presented to the library board to be considered for reimbursement.

Employees may take time off without pay for issues beyond training with approval by the library director and/or the library board. If an employee is earning vacation and/or holiday time, that time should be used first.

Adopted 1/92  
Revised 5/97  
Reviewed, 3/99, 11/02, 5/04, 1/08, 11/10  
Updated 12/14  
Reviewed 3/18  
Reviewed 10/21

## **IV. Internet Use**

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**INTERNET USE PURPOSE AND GUIDELINES**

This policy applies to all users of the Bertha Bartlett Public Library computers and networks.

**Purpose**

A goal of the library is to provide equal access to information, materials, and services within the environment that welcomes interaction and personal enrichment for educational and informational purposes for all the people of our community.

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The library does not control any of the resources available on the Internet. Although library staff will make every effort to provide access to reliable resources on the Internet, it is not possible to apply the same selection criteria which are used for other resources. The library cannot guarantee confidentiality on the Internet.

**Responsibilities of Users**

**\* Choosing and evaluating sources**

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it the responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by the Story City Bertha Bartlett Public Library.

**\*Supervising children's use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There may be some resources which parents feel are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use and are encouraged to monitor their children's Internet use.

**\* Using the Internet**

Patrons who wish to use the library's Internet access computer must conform to these guidelines:

1. Patrons are required to sign in at the desk before using the computer, and sign out when finished.
2. You may sign up for a 60 minute session. Reservations may be made by phone or in person.
3. Patrons who reserved the computer must arrive no later than 15 minutes past their scheduled time or the reservation will be cancelled and the time made available to another patron.
4. If the computer is not scheduled, it may be used on a first come, first served basis.
5. Patrons may bring their own devices for downloading. Patrons downloading material should be aware that the same copyright restrictions apply to on-line materials as print materials. The library is not responsible for copyright infringement by patrons.
6. Patrons using the Internet access computer should be knowledgeable in basic computer operation. Only minimal instruction as time permits, can be offered by the library staff.
7. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.
8. Inappropriate use of a computer can be a felony. Patrons may not use the library computers for illegal or criminal purposes, including:
  - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.
  - b. Violation of U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".
  - c. Make any attempt to alter or damage computer hardware or software.

**DISCLAIMER: *The Bertha Bartlett Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.***

Reviewed 10/18

Reviewed 12/21

**V. Other**

**BERTHA BARTLETT PUBLIC LIBRARY**  
Story City, Iowa  
**EMERGENCY PROCEDURES POLICY**

In case of an emergency, call 911. If possible, use paging system to notify of patrons of type of emergency. Meeting room, bathrooms and Kinne wing need to have someone notify patrons using those areas if at all possible. Ask all patrons to come to circulation desk or to leave the building.

**FIRE:** In case of fire, evacuate the building immediately. Check all areas of the library including the meeting room and bathrooms. Call 911. Fire extinguishers are located by the entrance to the library, the meeting room entrance and the emergency exit to the North. Fire alarms are located in the furnace room and the book drop room.

**TORNADO:** If you are working at the library and the Emergency Alert system warns with the siren for a sighted tornado, alert all patrons immediately and give them a choice to leave or take cover. If time, please post a sign and switch the open sign to closed, but **DO NOT** lock the building if you stay inside. You have two choices:

- 1) We have a key to the front door of City Hall, and you can immediately lock the library up and go to the basement of City Hall. Please post the appropriate sign which will inform people that you have evacuated to City Hall.
- 2) Move to the inner portions of the library. The rooms that have no outside walls are the men's and women's bathrooms, staff bathroom and break room and kitchenette. Try to take a cell phone with you if you have one. If you are uncomfortable, call the business number of the police department (733-2646) and tell the person or the machine who you are, where you are and how many people are with you. 911 is the other choice which will dispatch emergency assistance.

**GAS LEAK:** Evacuate the building immediately and call the gas company from a phone outside the library. Our gas service is provided by Black Hills Energy and their emergency number is 1-800-694-8989

**BOMB THREAT:** In case of a bomb threat, evacuate the building, lock the door and call 911.

**MEDICAL EMERGENCY:** Call 911 and use basic first aid techniques as needed. If there is blood or fluids present, plastic gloves are located in the workroom area. Do not begin assistance until those are in place. Hard candy is available in the staff drawer by the sit down station, and in the medical kit for seizures or diabetics.

**FLASHERS:** Call 911 for police help. Be able to identify the person.

**PROBLEM PATRONS:** If you feel you are at risk from a patron, call the non-emergency number for the Story City police, or a board member or other staff. The non-emergency number for the police is 733-2646 for the office. If you get an answering machine, contact Story County dispatch non-emergency and they will locate a local officer. That number is 733-4305.

Approved: 1/1990

Revised: 10/1998

Reviewed 5/2001, 2/2003, 1/08, 10/11, 12/14,

Revised 11/18

Reviewed 11/21

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**FINANCE PROCEDURES AND POLICIES**

**Fines, Faxes, Copies:** At the end of the month, or at any point during the month the cash in the drawer exceeds \$200, cash is counted and recorded on a Cash Receipts report, then taken to a bank for verification, with coinage and bills reduced to a minimum number of currency. All money and report is then given to the city clerk.

**Petty Cash:** When petty cash is depleted turn in all receipts for petty cash to the city clerk and request a warrant be issued in the amount of \$75.00. All receipts should be attached to a summary of expenses and identified as to what was purchased and the reason for purchase.

**Line Budget:** The Library Director will review and create a list all invoices/bills to be paid, using city assigned account numbers. Copies of that list are to be distributed to each board member. Copies of all bills to be paid are made and brought to board meetings for discussion. Original bills are processed by the librarian and given to the city clerks office to review and cut checks. After the board approves the bills, the list of approved bills are signed off by an officer of the board. The librarian is to deliver an approved copy of the list of bills to the clerks office.

**Postage:** The library may charge the interlibrary loan user up to \$1.00 per item to offset postage and handling.

**Gifts:** All checks and contributions written to the Bertha Bartlett Public Library must be turned over to the city clerk for the general fund or the Library Trust and Agency fund. Expenditures of these monies are to be made according to the resolution passed in October 1984, allowing gifts and donations to be spent without reducing the city support of the budget. Checks and contributions written to the Bertha Bartlett Public Library Foundation should be recorded and turned over to the Treasurer of the Foundation.

**Charges:** Money received due to charges for lost books is to be maintained by the library to replace books.

**Lost books:** If a lost book has been paid for and then is returned, the patron's money is refunded out of the lost materials fund, if replacement copy has not been purchased.

Adopted 8/1988

Revised 11/01, 6/04, 1/08

Updated 12/11, 12/14

Revised 11/18

BERTHA BARTLETT PUBLIC LIBRARY  
STORY CITY, IOWA

**GIFT GIVING POLICY**

The Story City Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make donations to other individuals, groups, or organizations.

Reviewed 5/18

Reviewed 12/21

## **Bertha Bartlett Public Library**

### **Community Bulletin Board Policy**

The library has one community bulletin board that is available for organizations and area businesses to promote their events. This is located in the hallway near the meeting room and restrooms. This policy is in place for the community bulletin board. A second small bulletin board is located inside the library proper. This small bulletin board is to be used exclusively for library activities, events or co-sponsored events.

- All posters must be no larger than 8" x 10".
- Posters must be approved by a staff person and dated when they go up on the bulletin board. Posters will not be posted for more than 3 weeks/
- Only one poster will be allowed per event. Multiple activities at the same event must be included on one poster.
- Items for sale cannot be posted.
- Signs should be neat and clean.
- Activities or events cannot be posted for activities further than 45 miles.

The library staff reserves the right to remove posted activities for any reason. Priority is given to Story City events and activities.

Created: 10/15/2012  
Reviewed 5/18, 11/21

## Bertha Bartlett Public Library Travel Policy

Employees who are employed by the Bertha Bartlett Public Library, are subject to the travel policies as dictated by the City of Story City. Travel for continuing education, meetings and other activities required to perform their jobs are all subject to approval by the library director and/or the library board of trustees. Mileage reimbursement rate is set by the City of Story City.

Mileage is a reimbursable expense if and only if:

- The employee drives his or her personal vehicle.
- The employee is on the clock and paid for travel time between work sites. That is, when working at multiple sites on the same shift, mileage will be paid for any travel from the site of the first shift to the site of the last shift and sites in between.
- The standard expense reimbursement sheet is fully completed Is approved and signed by supervisor
- Is received by the 25<sup>th</sup> of the month
- Contains 1 months expenses per sheet unless total reimbursement is \$10 or less.

Other stipulations:

- Mileage will be reimbursed at the City approved rate.
- No reimbursement will be made for mileage when the employee is traveling to the first work site of the shift or when the employee is returning home after the last shift of the day.

All staff are responsible for reporting to the assigned work location at the appointed time, according to the library schedule. Any branch location assigned on a schedule would be considered the place of employment for that day. On days when materials need to be picked up or delivered to the branch location, time will begin when items are picked up. For example: Gilbert has three items requested by their patrons that are located in Story City. Employee working in Gilbert lives in Story City. If employee is scheduled to be at Gilbert by 3:15 p.m., and there are items to be taken to Gilbert, their timesheet will report that they reported for work at 3:00 p.m., allowing 15 minutes to pick up materials and to drive.

Approved 8/13  
Reviewed 1/19  
Reviewed 11/21

**PERSONNEL POLICIES**

**CITY OF STORY CITY, IOWA**

**2020 REVISION**

## **SECTION 1: STATEMENT OF PURPOSE**

This manual contains personnel policies and procedures adopted for an applicable to all employees of the City of Story City, Iowa. This personnel manual is intended to promote uniformity, consistency, and understanding of policy and personnel administration.

The personnel policies provides general information on what an employee needs to know about the policies, practices, responsibilities and benefits that are part of working for the City of Story City. These policies are not the full and complete statement of the City of Story City. There are also departmental rules and regulations with which you are expected to comply. Further, the personnel policies is not a contract for employment or for providing any benefits.

The City Administrator is available to discuss personnel matters with every employee on an appointment basis.

## **SECTION 2: ADOPTION AND ADMINISTRATION**

### **2.01 POLICY APPROVAL**

The City Council shall approve all personnel policies and amendments made thereto by resolution.

### **2.02 ADMINISTRATION RESPONSIBILITY**

The City Administrator of the City of Story City, Iowa, or designee, has responsibility for administering written policies which have been approved by the City Council. To handle situations covered by written policy, the City Administrator may take problem solving action, keeping the Mayor and City Council informed of significant outcomes which may indicate need for City Council action and/or future development of formal policies.

City employees with supervisory responsibility are expected to be familiar with the personnel policies and should consult with the City Administrator on questions of interpretation before decisions are made or action taken.

### **2.03 REVISIONS**

The City Personnel Policies shall be reviewed every two years and revised where appropriate.

Changes or amendments to the policies may be approved by the City Council at any time.

### **2.04 POLICY DISSEMINATION**

A copy of the City's Personnel Policies shall be distributed to each new employee within the first week of employment. The employee will indicate in writing the date he/she received them. Additional copies shall be readily available to all employees.

### **2.05 POLICY EXCEPTIONS**

Exceptions to written policies may be made by the City Administrator only after approval by the City Council.

## **SECTION 3: EMPLOYMENT PRACTICES**

### **3.01 EQUAL EMPLOYMENT OPPORTUNITY**

The City of Story City fully subscribes to a policy of equal employment opportunity. The City will maintain and conduct all practices related to recruitment, hiring, upgrading, discipline, and other terms and conditions of employment in a matter which does not discriminate on the basis of religion, color, race, national origin, age, sex, marital status, and handicap/disability or for any other reason prohibited by Federal and State laws.

### **3.02 EMPLOYMENT OF RELATIVES**

Full-time employees who are members of the same immediate family (spouse, mother, father, child, stepchild, brother, sister, grandparents, or his/her current mother-in-law, father-in-law, brother-in-law, and sister-in-law) shall not work in the same unit.

Employees (including full-time, part-time, and seasonal/temporary) who are members of the same immediate family shall not work in the same unit if one has supervisory authority over the other.

### **3.03 SELECTION PROCEDURE FOR FULL-TIME EMPLOYEES**

#### **3.03.1 POSTING**

After approval from the City Council, the City Administrator and/or appropriate Department Head shall advertise the job opening by public notice at least ten days before a selection is made. Public notice, as a minimum, will be in same manner as notices of meetings are posted under section 21.4 of the Iowa Code, and other sources as desired. Contact may be made with any possible sources of candidates.

Employees will be made aware of job openings and requisites to qualify for them concurrently or prior to the beginning of external consideration for any position for which they are qualified.

#### **3.03.2 APPLICATIONS**

The administrative office shall be the single centralized location for job applications for all positions, including applications for inter/unit transfer. Only those applications referred by the administrative office shall be considered for employment.

There shall be only one application form which has been approved by the City Administrator for compliance with discriminatory guidelines.

### **3.03.3 SCREENING AND INTERVIEW**

Applications will be screened for relevant qualifications and credentials. Inquires should be made of references provided and of past employers. Written inquiries shall be retained for candidates who are employed by the City. Confidential information shall not be made available to an employee or applicant.

A physical examination at the City's expense shall be required for Street, Utility, Parks, and Police Department positions. A statement outlining the required duties is to be given to the physician making the examination. The City Administrator shall designate the physician who will make the examination.

In the case of a disability, disease, or impairment, the applicant will not be considered unless the examination contains a statement indicating he/she can perform the required duties without harm to himself or others.

The results of the examination are confidential and shall be placed in the personnel folder if employed.

The best qualified candidates shall be interviewed by the appropriate Department Head and/or City Administrator.

### **3.03.4 HIRING AND WAGE APPROVAL**

The City Administrator shall recommend to the City Council the best qualified candidate for the job opening and rate of pay.

Normal hire in rate is the first step of the salary schedule for any given position. However, if specifically applicable prior experience is demonstrated by a new employee, he/she may be hired in at a higher step.

A new employees shall start with a bank of 40 hours vacation and 40 hours sick leave. If said employee leaves employment with the City prior to their one year anniversary, they will only be compensated for any banked vacation hours exceeding 40 hours.

### **3.03.5 PROMOTION**

An employee may be promoted if he/she meets the job qualifications of a vacant position. He/she may be selected for appointment to a higher level position after having been considered with other candidates. Any employee who meets the minimum posted qualifications will be interviewed.

A position may be reclassified if additional duties or responsibilities are added to the position and if the employee qualifies for higher classification thru training, certification, and/or experience.

### **3.03.6 TRANSFER**

Employees may request transfer to a vacant position at the same or lower level. Request must be in writing and may be considered with other applicants for the position.

## **3.04 EMPLOYEE STATUS**

### **3.04.1 FULL TIME EMPLOYEE**

A regular full time employee is one who is scheduled to work a minimum of one thousand nine hundred (1,900) hours, inclusive of holidays and vacations, per year. All regular full-time employees shall be paid on an hourly or salary basis.

### **3.04.2 PART TIME EMPLOYEE**

Employees working an average of 20 to 36 hours per week for 37 or more consecutive weeks per year on a regular monthly work schedule.

### **3.04.3 TEMPORARY OR SEASONAL EMPLOYEE**

A temporary employee is one who is employed less than 37 consecutive weeks per year on a seasonal work schedule.

### **3.04.4 PROBATIONARY EMPLOYEE**

A probationary employee is one who has not yet completed his/her initial one (1) year of employment with the City. This period is considered the evaluation period for successful performance of the assigned job. Upon successful completion of the one (1) year period, the employee assumes his/her position in good standing.

An employee may be terminated for any reason during the one (1) year period. A terminated employee may not use the grievance procedure and will not be eligible for accrued benefits.

The probationary period may be extended upon the recommendation of the Department Head and with approval of the City Administrator.

### **3.04.5 NON EXEMPT EMPLOYEE**

Non exempt employees perform work other than executive, administrative, or professional as defined by the Fair Labor Standards Act and will be compensated for overtime work as legally required.

### **3.04.6 EXEMPT EMPLOYEE**

According to the Fair Labor Standards Act, exempt employees are defined as those employees that spend at least 80 percent of their time in work of executive, professional, or professional in nature requiring regular exercise of discretion and independent judgement. Overtime pay is not required.

### **3.04.7 CLASSIFICATION OF EXEMPT AND NON EXEMPT EMPLOYEES**

Designation and/or approval of employee classification will be determined by the City Administrator.

### **3.05 FRINGE BENEFIT ENTITLEMENT**

All regular full-time employees are entitled to fringe benefits calculated on a pro-rated basis of regularly scheduled average hours worked per week with forty (40) hours per week equaling 100 percent entitlement. Part-time and temporary/seasonal employees are not entitled to any fringe benefits unless authorized by the City Council.

### **3.06 EMPLOYEE PERFORMANCE EVALUATION**

Employee performance evaluations will be conducted at the completion of the probationary period and then in May of each year thereafter. This applies to all new hires, promotions, when entering a new job classification, or when the employee or the Department Head leaves the City. Evaluation shall be made by the appropriate Department Head and submitted to the City Administrator. Interim progress reports will be scheduled at the City Administrator and/or Department Heads discretion.

Performance evaluations shall assess the degree to which each employee is performing the tasks assigned and/or found in his/her job description and the degree to which he/she possesses the skills, knowledge, and attitudes defined by the job qualifications of the position.

The factors upon which these evaluations are based will be communicated to the employee at the time of hire.

The evaluation shall be made in writing. The employee shall be given the opportunity to read the evaluation and to sign it, signifying that he/she has read it.

A statement covering any point of disagreement may be placed by the employee in the personnel file within ten (10) working days from the date the evaluation was signed. One (1) copy of the evaluation shall be given to the employee with the original copy being placed in his/her personnel file.

The City Administrator shall approve each written review before it is placed in the employee's permanent personnel file.

### **3.07 ANNIVERSARY DATE**

The anniversary date is the date used to determine employees eligibility for wage and benefit considerations.

The anniversary date is established on the first day of the first full month following employment with the City. The status of a rehire is that of a new employee and credit for previous service shall not be given unless authorized by the City Council.

### **3.08 LAY OFF/RECALL**

The variations in the level of activity and funding within the City may necessitate adjustments in the staffing of functional units. When it becomes necessary to reduce staff in a particular functional, the City Administrator shall recommend to the City Council that such lay off should occur. In making such recommendations, the City Administrator shall consider relevant factors which may include, but not limited to, the necessity of particular job functions and job performance. Seniority shall be included as a relevant factor only when all other relevant factors are equal. The same factors shall apply to recall.

A written notice of such action shall be issued to those employees that are affected within fourteen (14) calendar days prior to the date of separation from City employment.

Employees may be maintained on a lay off status for a maximum period of twenty six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available.

An employee on lay off status returning to employment with the City, after being laid off, shall have benefits restored to their prior level unless benefits offered to employees has changed.

### **3.09 JOB DESCRIPTIONS**

There shall be established written description of duties and qualifications for each position. A copy of the employees job description shall be distributed to each new employee within the first week of employment. The employee will indicate, in writing, the date he/she received it. Employee job descriptions shall be reviewed every two years by the Department Heads and the City Administrator and revised when appropriate. Additional copies shall be available to employees upon request.

### **3.10 AT WILL**

Nothing in this document should be construed to change the status of employment between the City and the employee as an "at will" relationship. That is, employment is not guaranteed, but is only at the sole discretion of the City.

## **SECTION 4: WAGE AND SALARY ADMINISTRATION**

### **4.01 SALARY SCHEDULE**

All employees are to be paid in accordance with the salary schedule approved by the City Council. An adjustment to the salary schedule may be authorized by the City Council at any time.

### **4.02 ENTRANCE SALARIES**

Normal hire rate is Step 1 of the salary schedule for any given position. However, if specifically applicable prior experience is demonstrated by a new employee, he/she may be hired at a higher step with approval of the City Council

Step 1: Upon employment up to six months	= 85 percent of base salary
Step 2: Six months employment to 12 months	= 88 percent of base salary
Step 3: 12 months employment to 24 months	= 91 percent of base salary
Step 4: 24 months employment to 36 months	= 94 percent of base salary
Step 5: 36 months employment to 48 months	= 97 percent of base salary
Step 6: End of fourth year employment	= base salary

### **4.03 STANDARD WORK WEEK**

The purpose of the section is intended to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. The City shall make determination of daily and weekly hours of work.

The standard work week for full-time employees, excluding the police department, shall be forty (40) hours. The standard schedule for non-exempt police department employees shall consist of eight (8) ten hour days in a fourteen (14) day period. Part-time employees may have regular schedules for less than (40) hours per week.

For the purposes of accounting, the work week shall commence at 12:01 AM Monday and end at midnight the following Sunday.

### **4.04 PAY PERIOD**

Pay day is scheduled for bi-weekly

### **4.05 DISTRIBUTION OF PAY CHECKS**

Shall be via direct deposit

#### **4.06 PAY ADVANCE**

Pay checks will not be issued in advance of a regularly scheduled pay day except when pay falls on a holiday, or if approved by the City Administrator.

#### **4.07 SALARY INCREASES/DECREASES**

All salary increases/decreases shall be made within the scope and limitations of the personnel policy, procedures, rules and regulations, salary plans and funds available.

#### **4.08 OVERTIME PAY**

##### **4.08.1 REGULAR OVERTIME**

All employees (excluding the City Administrator, Department Heads, and Police Department) for all hours worked in excess of forty (40) hours per week shall receive either pay or compensatory time at one and one half (1½) times their hourly rate.

Overtime Hourly Police Department Employees: The City has adopted the Department of Labor's 7k exemption. Overtime shall be compensated in pay or compensatory time at the rate of time and one half (1½) the employees straight time hourly rate in excess of eighty (80) hours in a fourteen (14) day period.

An employee may accumulate up to sixty (60) hours of compensatory time. Any employee accumulating over sixty (60) hours of compensatory time shall be paid for hours worked.

Paid leaves, vacation time, holiday time, and compensatory time shall not be considered work time for the purpose of determining overtime. Overtime shall not be paid more than once for the same hours worked. The choice between pay and compensatory time is at the discretion of the department head.

##### **4.08.2 HOLIDAY OVERTIME**

All scheduled or emergency work performed by full-time employees, excluding the City Administrator and Department Heads, on holidays will be compensated at one and one (1½) times their regular hourly rate.

##### **4.08.3 AUTHORIZATION FOR OVERTIME**

The additional work hours must be performed at the direct request and authorization of the Department Head or City Administrator. If an emergency situation occurs where the employee cannot contact the Department Head or City Administrator, the employee may perform the necessary work and contact the Department Head or City Administrator as soon as possible.

#### **4.09 ON-CALL PAY**

##### Police Department

Shall receive scheduled on-call pay at the minimum wage per hour rate.

##### Water & Wastewater Department

###### Weekend Rounds & On-Call:

Mornings 6:00 A.M. – 8:00 A.M.

Evenings 3:00 P.M. – 6:00 P.M.

Eight (8) hours of overtime pay or Nine (9) hours of Comp Time.

###### Call Outs:

One (1) hour of overtime or 1.5 hours of Comp Time. Each call out will be paid at a minimum value of one (1) hour.

It is the responsibility of the person doing the weekend rounds to insure they are available and can respond within 30 minutes.

In all cases, if alarm takes longer than 30 minutes talk with the (Co)-Superintendent. The (Co)- Superintendent shall be notified at least two weeks in advance if the person scheduled is unable to perform weekend rounds. However, the individual scheduled shall be responsible for finding a replacement.

The City Administrator shall have the authority to change the normal working hours as defined in Section 7.01.03 to a 40 hour work week as scheduled between 12:01 A.M Monday and end at midnight the following Sunday with the individual scheduled for weekend rounds and on-call scheduled one day off Monday thru Friday.

## **SECTION 5: EMPLOYEE BENEFITS**

**5.01** Regular full-time employees are entitled to holiday, vacation, sick leave, funeral leave and shall be counted as an eight (8) hour day. The part-time Deputy City Treasurer shall receive holiday, vacation, and sick leave on a pro-rata basis.

### **5.02 HOLIDAYS**

Full-time employees shall be entitled to holiday leave with pay on the following recognized holidays:

New Year's Day, January 1  
Presidents Day, third Monday in February  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, first Monday in September  
Veteran's Day, November 11  
Thanksgiving Day, fourth Thursday in November  
Day after Thanksgiving, fourth Friday in November  
Christmas Eve, December 24  
Christmas Day, December 25  
One floating holiday – given on anniversary date

If a holiday falls on a Saturday, the preceding Friday shall be granted, and if a holiday falls on a Sunday, the following Monday shall be granted. Police Department personnel shall receive holiday pay for the actual holiday scheduled to work.

An employee shall forfeit the right to payment for any holiday if there is an unexcused absence on the working day immediately preceding or following the holiday.

The right to carry over unused holiday time from the preceding year to the next year shall be limited to a maximum of 200 working hours. Unused holiday time exceeding the maximum amount will be rolled back to 200 working hours after the first payroll in January. Any employee separated from City employment by reduction in force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of an unused holiday time earned. However, employees resigning without two weeks notice shall not receive accrued holiday leave.

### **5.03 ANNUAL VACATION**

#### **5.03.1 ANNUAL VACATION LEAVE**

Annual vacation leave will be provided for all eligible employees in accordance with the established vacation schedule.

### **5.03.2 VACATION SCHEDULE**

The following schedule shall determine the vacation accrued by regular full-time employees:

During the first year of employment	40 hours per year
Beginning second year of employment	80 hours per year
Beginning eighth year of employment	120 hours per year
Beginning fifteenth year of employment	160 hours per year

### **5.03.3 AUTHORIZATION**

City employees may take vacation leave at such time that is consistent with staffing and work load requirements as determined by the Department Head. Prior approval is required for the utilization of vacation leave.

### **5.03.4 ACCRUED VACATION**

- A) City employees accrue vacation from the first day of employment, but are not eligible to take accrued vacation until after ninety (90) days from date of initial hire.
- B) Vacation leave can only be taken for time accrued and not in advance of the eligibility date unless authorized by the City Administrator and may not be waived in order to collect both vacation and work pay.
- C) Vacation leave is accrued at the end of each month.
- D) The maximum period of vacation time to be taken at one time cannot exceed ten (10) working days and must have prior approval from the City Administrator and/or Department Head.
- E) An employee shall not accrue vacation leave during periods of temporary layoff, suspension, or leave without pay.
- F) The right to carry over unused vacation time from the preceding year to the next year shall be limited to a maximum of one hundred and sixty (160) working hours. Unused vacation time exceeding this amount will be rolled back to 160 working hours after the first payroll in July.
- G) Any full-time employee separated from City employment by reduction in force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of any unused vacation earned. However, employees resigning without two weeks notice shall not receive accrued vacation leave.

### **5.03.5 DONATION OF VACATION**

An employee may donate up to twenty (20) hours of vacation leave to a co-worker who has used up all paid leaves (sick, vacation, comp), but cannot work due to the employee's or the employee's family member's illness. Hours shall be exchanged one for one without regards for differing pay rates. No employee may donate more than twenty (20) hours per fiscal year.

## **5.04 SICK LEAVE**

Sick leave is a way of insuring that an employee will not suffer loss of income because of illness. It is not a means by which an employee can earn additional days off.

### **5.04.1 ACCRUED SICK LEAVE**

All full-time employees shall accrue sick leave with pay at a rate of eight (8) hours per month of service. Sick leave may be accumulated up to one hundred and twenty (120) working days.

**5.04.2** Payment of accrued sick leave benefits will begin on the first (1) day of absence, computed at the employee's regular base pay. Sick leave shall not be taken in advance of accrual, unless authorized by the City Administrator

### **5.04.3 REPORTING ABSENCES**

Employees must notify his/her supervisor within one (1) hour of the expected starting time if an unexpected absence is to occur. If an employee is unable to notify the supervisor, the City Administrator may be notified. Failure to make notification may result in disciplinary action up to and including discharge.

**5.04.4** An employee eligible for sick leave with pay may use such sick leave when arranged for and approved by the City Administrator in the following instances:

- A) When it is established that an employee is incapacitated and for the safe performance of his/her job because of sickness or injury. A physician's verification may be requested if absences are frequent.
- B) When due to exposure to contagious diseases that the health of others would be endangered by attendance at work. A physician's statement recommending absence from work may be required.
- C) When unusual situations or emergencies exist in the employee's immediate family (spouse, mother, father, child, stepchild, brother, sister, or his/her current mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone who permanently resides with the employee to the extent reasonably required for personal matters).

- D) Sick leave shall not be included in the calculation of unpaid medical leave.
- E) An annual physical examination.
- F) Employees may use up to 32 hours of accrued sick leave, per calendar year, for occasions which require the employee to care for a member of their immediate family (as defined in 5.04.4.C) who is incapacitated due to illness or injury, or who has examinations with a physician or other health care provider.

**5.04.5 VERIFICATION**

An employee before returning to his/her duties from sick leave for three (3) or more days, shall be requested to submit a statement from the employee’s physician, osteopath, or dentist certifying the necessity of the leave, and the employee’s ability to return to work. Sick leave of less than three days may require, at the request of the City Administrator or Department Head, a physician, osteopath, or dentist statement.

**5.04.6** If an absence due to illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted medical leave without pay.

**5.04.7 PAYMENT OF SICK LEAVE UPON SEPARATION**

If an employee quits or retires after at least 10 years of continuous service, you will be compensated for any unused sick leave based on the following:

Years of Service	Percentage of Unused Accumulated Sick Leave
10	5
15	10
20	20
25	30

**Sick Leave Conversion Credit.** If eligible, upon retirement, you can use your unused sick leave compensation that you are entitled to as shown above toward your post-employment city health insurance premium and other allowable costs until as such time as your sick leave credits are exhausted after which you will be responsible for the full amount of premiums and other allowable costs. You may opt out at any time and you will be compensated the remaining amount. The City Clerk & Treasurer, upon approval from the City Administrator, will provide you with the beginning sick leave credit amount.

**5.04.8** On January 1 of each year, an employee who has 960 hours of sick leave accrued, may receive 25 percent (up to three (3) days) in pay for the unused sick leave they have accrued during the previous 12 month period at the employee's regular straight-time hourly rate as of December 31. Only sick leave accrued and unused during the previous twelve (12) months will be eligible.

## **5.05 INJURY LEAVE**

### **5.05.1 INCIDENT REPORT**

When an incident occurs and an employee of the city suffers an injury while engaged in authorized City work, the employee shall contact the "Company Nurse" and follow the procedures as outlined in the City's Safety Manual. An Accident/Incident Report form shall be filled out by the individual and submitted to the Department Head and Safety Committee Chair.

### **5.05.2 COVERAGE**

Any employee who is injured while engaged in authorized City work, and as a result is absent from work, is allowed to use sick leave. When said employee is off work long enough to be eligible for Workmen's Compensation Benefits only that portion of pay which is not covered by Workmen's Compensation shall be deducted from the employee's accumulated sick leave, i.e., a person receiving eighty (80) percent of his take home earnings will receive the remainder of his/her pay (minus deductions) from the City and that portion (percentage) of wages will be deducted from accumulated sick leave. After all sick leave is used, the employee may be eligible for further compensation in accordance with the Workmen's Compensation Act.

### **5.05.3 VERIFICATION**

In order to receive such supplemental benefits, a written statement submitted by a physician, osteopath, or dentist describing in detail the nature and extent of the injury, may be required by the City Administrator or Department Head. An employee may be required to provide additional periodic written statements by the physician, osteopath, or dentist describing the progress of his/her health and the recommended date for returning to work.

An employee who has been on extended leave as a result of injury may be required to receive and successfully pass a physical examination to determine their continuing ability to perform duties and responsibilities of their position, or of the position he/she may be assigned. Periodic examinations may be required. Physical examinations shall be administered by a physician designated by the City Administrator.

## 5.06 FAMILY AND MEDICAL LEAVE

The City, in conjunction with the Family and Medical Leave Act of 1993 (FMLA) provides, upon written request, up to twelve (12) weeks of unpaid, job-protected leave for each fiscal year to regular full- and part-time employees for certain family and medical reasons. Employees are eligible if they have worked for the City for at least one year, and have worked 1,250 hours over the previous twelve months. Unpaid leave will be granted for any of the following reasons:

- B) To care for the employee's child after birth, or placement for adoption or foster care,
- C) To care for the employee's spouse, son, daughter, or parent who has a serious health condition, or
- D) For a serious health condition that makes the employee unable to perform the employee's job.

Any employee wishing to take such unpaid leave is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days advance notice when leave is "foreseeable." The City may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the City's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the City will maintain the employee's health coverage under the group health plan. In some cases, the City may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave. Upon return to work the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms.

Application for FMLA leave should be filed with the Department Head at least thirty (30) days prior to the anticipated beginning date of leave. The written application for extended leave shall:

- A) Be accompanied by the proper certification of illness, pregnancy, or impeding adoption by the employee's physician or adoption agency.
- B) The date that leave is requested to begin.
- C) The anticipated return date the employee expects to return to normal duties.

**5.06.1** Paternity Leave: An employee, upon request and approval from the City Administrator, may use forty (40) hours of paid sick leave to care for the employee's child after birth.

**5.06.2** Maternity Leave: An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor's note will be required for the period of physical recovery. Upon request and approval from the City Administrator, an employee may request additional leave to care for the newborn child. The employee must then use other paid leave.

**5.06.3** An employee, upon request and approval from the City Council, may be granted additional days of paid sick leave to care for the employee's child after birth.

## **5.07 FUNERAL LEAVE**

When death occurs in the employee's immediate family; spouse, mother, father, child, stepchild, brother, sister, grandparents, or his/her current mother-in-law, father-in-law, brother-in-law, sister-in-law, or someone who permanently resides with the employee to the extent reasonably required to attend the funeral of the deceased and/or attend to personal matters, the employee may be granted up to four (4) working days off.

If an employee requests a day or time off because of a funeral of an individual not specified must have authorization from the City Administrator to attend the funeral.

## **5.08 WITNESS AND JURY DUTY**

A full-time employee who is subpoenaed as a witness or called to serve on a jury, shall be granted a leave of absence to serve as required. The employee shall be expected to be at work at all hours when not serving, if scheduled to work.

**5.08.1** An employee required to appear for jury duty shall be compensated by the City for the time spent performing jury duty during such hours as the employee was scheduled to work. The employee shall be paid the difference between his/her regular pay and the daily jury fee paid by the court.

**5.08.2** In order to receive compensation, the employee must give the Department Head prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that the jury duty was performed on the days and/or hours for which payment is claimed. Upon return to the City, the employee must endorse and turn over any check (except for mileage check) received for jury service, and the City will issue a regular pay check on the next scheduled pay day.

**5.08.3** An employee summoned as a witness in a case in which the employee is not a party, shall be paid the difference between the witness fee and regular City pay. Satisfactory evidence that the employee was required to be in court on the days and/or hours for which payment is claimed must be furnished. Upon return to the City, the employee must endorse, turn over any check received as a witness, and the City will issue a regular check on the next scheduled pay day.

## **5.09 MILITARY LEAVE**

An employee, upon showing appropriate orders to the Department Head, shall be granted a military leave in accordance with Section 29A.28 of the *Code of Iowa*.

The City Administrator may grant additional time off to an employee when sufficient cause warrants extension.

## **5.10 EXCUSED ABSENCE**

An employee may be absent from work to attend seminars, symposiums, conferences, or other related activities with the approval of the employee's Department Head or the City Administrator.

## **5.11 LOST TIME**

Lost time is taken off by an employee without pay. Lost time occurs when an employee has either:

- a) Exhausted all sick and/or vacation time,
- b) Failed to notify and/or receive prior approval for leave by his/her supervisor,
- c) Received disciplinary action resulting in suspension, and
- d) Failed to report to work without adequate reason or justification.

## **5.12 PERSONAL LEAVE**

The City Administrator at his/her discretion may grant personal leave (unpaid) to any City employee, with the term of such leave to be set forth in writing.

## **5.13 HEALTH INSURANCE**

The City provides a health insurance program of the City's choice that covers all full-time employees and their eligible dependents. Benefits and conditions of this policy are contained in descriptive booklets provided by the insurance carrier. The employee's contribution toward the health insurance premium is subject to review and change by the City Council.

The employees' contribution will be 15 percent of the monthly premium.

Dental – The City will provide \$20 per month of the monthly premium for employees who participate in a City dental insurance plan.

### **5.13.1 CONTINUATION OF COVERAGE AFTER RETIREMENT**

Employees who retire before attaining 65 years of age may elect to continue health insurance coverage under the City's group policy pursuant to Federal and/or State legal requirements until the employee attains age 65 years of age. The employee shall pay the City for cost of said coverage and any other additional fees and charges allowed by law. When the employee reaches Medicare age, if he/she has dependents that are not yet eligible for Medicare, the dependent coverage may extend through the City under the provisions of COBRA.

#### **5.14 LIFE INSURANCE**

The City provides a \$50,000 term life insurance policy. Benefits and conditions of these policies are contained in descriptive booklets provided by the carrier.

#### **5.15 PENSION PLAN**

The City participates in the Iowa Public Employment Retirement System (IPERS) program. Eligibility requirements, benefits, and conditions of this policy are contained in descriptive booklets by the plan carrier.

#### **5.16 WORKERS COMPENSATION**

City employees operate under and are subject to the Iowa Worker's Compensation Act as found in the *Code of Iowa*.

If an employee suffers an accidental job related injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment, he/she should follow the same procedure as previously stated for reporting the accidental injury. All related billings and record of time off must be forwarded to the City Clerk's office.

City employees who suffer a work related injury or illness are covered through the City's general liability insurance program.

#### **5.17 PROFESSIONAL LIABILITY INSURANCE**

The City provides fully paid professional liability insurance for eligible employees.

#### **5.18 REIMBURSEMENT OF WORK RELATED EXPENSES**

Reimbursement for use of a personal car by employees on authorized City business shall be made at the rate authorized by the IRS.

Employees on authorized City business who are required to be away from the City for an extended period, will be reimbursed for reasonable expenses.

The City will pay the full cost of reasonable lodging expenses for employees who are on authorized overnight travel. The City Administrator must approve lodging prior to travel.

Approval for use of a personal car or meal(s) must be made in advance by the Department Head or the City Administrator. Reimbursements shall be made when approved by the Department Head or City Administrator and an expense voucher and receipts are submitted for appropriate expenses.

## **5.19 EMPLOYEE DEVELOPMENT**

Employees will be encouraged and assisted to further career development through conferences and other training that will contribute to further service to the City and not conflict with regular duties. Authorization to attend shall be made by the Department Head and approved by the City Administrator and when such plans:

- a) Are complimentary to City purposes,
- b) Are deemed to be of special or needed benefits to employee ability to perform his/her duties and responsibilities,
- c) Are submitted in advance for approval by the City Administrator,
- d) Will not interfere with the satisfactory discharge of responsibilities, and
- e) Are within budget constraints.

## **5.20 MEMBERSHIP AND DUES**

Membership to professional organizations which are beneficial to the City. Membership must be approved by the City Administrator.

## **5.21 LONGEVITY PAY**

Longevity pay will be awarded to employees according to the following schedule:

- a) After five (5) years of employment an employee will be granted two hundred (\$200) dollars additional salary per year.
- b) After ten (10) years of employment an employee will be granted three hundred (\$300) dollars additional salary per year.
- c) After fifteen (15) years of employment an employee will be granted four hundred (\$400) dollars additional salary per year.
- d) After twenty (20) years of employment an employee will be granted five hundred (\$500) dollars additional salary per year.
- e) After twenty-five (25) years of employment an employee will be granted six hundred (\$600) dollars additional salary per year.
- f) After thirty (30) years of employment an employee will be granted seven hundred (\$700) dollars additional salary per year.

## **5.22 CLOTHING ALLOWANCE**

Police Officers are allowed up to \$500 per fiscal year as a clothing allowance.

The City will allow up to \$400 per fiscal year to employees of the Street, Utilities, and Parks & Recreation for the purchase of the following stipulated uniform items and other clothing to be used on the job: pants, shirts, spring & winter coat, and coveralls, and for the purchase of work related safety shoes or boots approved by the City's safety officer.

This shirt, coat(s), and coveralls shall be lettered in front with the City of Story City, first name of the employee, and department.

Start up clothing for a Street Department, Water and Wastewater Department, and Parks and Recreation Department employees may include: five pants, five shirts, spring coat, winter coat, and up to \$150 for work related safety shoes or boots approved by the City's safety officer.

The City Treasurer & Clerk's Department shall receive \$150 per fiscal year as a clothing allowance and an additional \$50 for city logo attire.

### **5.23 OTHER BENEFITS**

Other supplemental retirement plans and benefits, at the employees sole expense, are available. Please see the City Clerk for details.

### **5.24 HEALTH IMPROVEMENT PROGRAM**

For those employees choosing to participate, the City will offer the following:

1. Arrange for and pay the expense for an annual flu shot.
2. The City will pay 50 percent of the cost and the employee paying 50 percent of the cost for an individual annual membership to the Lifetime Fitness Center at the Story City Community Health Center. Costs shall include the fitness assessment fee and the monthly dues. The employee cost shall be by payroll deduction on a monthly basis.

## SECTION 6: WORK RULES

### 6.01 ILLEGAL DRUG AND SUBSTANCE INVOLVEMENT

With specific reference to illegal drug involvement and substance abuse by employees, the City of Story City views illegal drug involvement and substance abuse by employee, both on and off the job, as being a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment. Furthermore, tolerance of illegal drug involvement and substance abuse by its employees adversely affects the ability of the City to fulfill a major public responsibility, as a local government entity charged with the duties of enforcing drug and substance laws and of dealing with many of the problems associated with the same. The City is to serve as an active and credible force in deterring and, where possible, stopping the abuse of substances and stopping the traffic and use of illegal drugs in the community. Therefore, the following rules shall govern the conduct of all City employees:

- a) **On-the-Job Conduct:** The use, personal possession, or selling of illegal drugs, substances, or alcoholic beverages while on the job, including rest breaks and meal periods, is absolutely prohibited and may result in an employee being tested for the use of the substance.

Employees, other than law enforcement officials, who discover apparently illegal drugs, substances, or alcoholic beverages while on the job or on public property or City vehicles, shall immediately notify their Department Head. The Department Head shall secure the area where such items are allegedly located and notify the City Administrator and Police Department. Law enforcement officers, who discover apparently illegal drugs or substances or alcoholic beverages or have such items turned over to them, shall handle and maintain the items as police evidence in accordance with regulations issued by proper authorities.

- b) **Off-the-Job:** Any manufacturing, processing, distributing, or sale (including possession with the evident intent to sell) of illegal drugs or substances while off the job is absolutely prohibited. A determination regarding whether to discipline an employee for violating the above prohibition may be delayed until the conclusion of a criminal prosecution although a criminal conviction is not necessarily required to enforce discipline.

The use or personal possession of illegal drugs or substances while off the job may subject an employee to disciplinary action, up to and including discharge. Off-the-job use or personal possession of illegal drugs or substances shall constitute grounds for management to order an employee to be evaluated for possible treatment.

Employees are strongly encouraged, if they are involved with illegal drugs and/or the abuse of substances, to seek treatment before it comes to management's attention. Employees with regular full-time benefits not only have health plan coverage to help pay the cost of treatment, but may be able to utilize sick leave, vacation, and compensatory time to avoid a loss of income during treatment.

### **6.01.1 TESTING FOR ILLEGAL SUBSTANCES**

#### **1. Pre-employment Drug Screening:**

- 1) A pre-employment drug screening (PEDS) shall be part of the required pre-employment physical examination procedure for all new regular full-time prospective employees following a job offer and before hiring is finalized.
- 2) Procedure:
  - a. Candidates will be informed of the required PEDS at the time of application by it being stated in the advertisement for the position and/or it being stated on the application form.
  - b. Candidates will be reminded of the PEDS, should they be offered employment, as part of the scheduling process for the physical examination. Such notice is to be given personally during the first interview.
  - c. Results are to be sent directly and confidentially to the City Administrator.

#### **2. Substance Abuse Screening:**

All employees need to be aware that the City will follow statutes of the State of Iowa as they relate to the employer's use of substance testing, rehabilitation, and disciplinary action of employees who test positive for such substances.

#### **3. Department Head's Request for Medical Review:**

##### **1) Description:**

Whenever a Department Head observes or is aware of any of the following a medical review may be initiated:

- a. Excessive tardiness, excessive absenteeism, and/or erratic behavior, such as noticeable imbalance, incoherence, or disorientation.

- b. Actions that are potentially dangerous to that employee or fellow employees.
- c. Any employee arrested for possession, use, or sale of illegal or controlled substances will be requested to complete a drug screening upon returning to work and may be subject to disciplinary action.
- d. The Department Head is unable to determine the cause of unusual behavior after direct, documented expression of concern in private conversation with that employee.

2) Procedure:

- a. The Department Head and the City Administrator will meet as soon as practical to discuss observations and explore all alternatives including further medical review.
- b. If further review is determined to be the course of action, the City Administrator will meet with the employee and privately explore health-related factors (including substance abuse) which might be related to the employee's behavior.
- c. If warranted, the City Administrator may request the employee to have a physical and/or drug screening.

4. Falsification:

Falsification by an employee of a substance abuse test will be grounds for discipline, up to and including discharge.

5. Confidentiality:

As with all health evaluation information, the Department Head and City Administrator shall keep confidential all testing and/or treatment information.

Employees who come forward and seek the City's assistance in the treatment of alcohol and/or drug and substance abuse related problems will be offered every assistance at the City's disposal. However, this policy does not grant an employee immunity from disciplinary action, up to and including discharge once the employee has violated a City work rule, practice, or policy.

The City reserves the right to change, add to, or delete any or all of these provisions at any time in the future. All costs related to testing procedures will be borne by the City of Story City.

## **6.02 HARASSMENT**

The City of Story City is committed to providing its employees with an environment that is safe, comfortable, and productive.

Sexual harassment is unwanted sexual attention pressed on an unwilling employee by co-workers and/or superiors. Sexual harassment is further defined as the following:

- a) Sexual relations, sexual contract, or threat of sexual relations for sexual contact, which is not freely and mutually agreeable to both parties; or
- b) The continual or repeated verbal abuse of a sexual nature, including, but not limited to, sexually explicit statements, sexually suggestive objects or pictures, propositions of a sexual nature, or sexually degrading words used to describe the employee; or
- c) The threat or insinuation that lack of sexual submission will adversely effect the employees wages, advancement, assigned duties, or other conditions that effect employment.

Harassment is further defined as unwanted attention pressed on an unwilling employee by co-workers and/or superiors which creates an abusive or hostile environment. Which may include, but not limited to, continual or repeated verbal abuse related to an employees race, national origin, color, religion, marital status, physical characteristics, or handicap, including, but not limited to explicit statements, suggestive statements, pictures, or degrading words used to describe the employee.

An employee who engages in acts of harassment against another employee is subject to the disciplinary procedure up to and including discharge.

### **6.02.1 PROCEDURES FOR COMPLAINTS OF HARASSMENT**

An employee who believes that he/she has been harassed in violation of the City's policies should report the alleged charge immediately in accordance with the following procedure. All information disclosed in the procedure shall be held in the strictest confidence and will be only disclosed on a need to know basis in order to investigate and resolve the matter.

- Step 1: The person alleging harassment will report the incident to the City Administrator and will be interviewed to discuss the nature of the allegations. If the accusation is first made to someone other than the City Administrator, that person should immediately report the matter to the City Administrator. If the City Administrator is alleged to have committed the act of harassment, the complaint shall be filed with the Mayor.

- Step 2: The person alleging harassment must complete a written report including the words or acts which are believed to constitute the wrongful harassment, the date the harassment occurred, the names and addresses of all other persons who were witnesses to the harassment, and identifying any relevant documents. If the complainant refuses to complete the report, he/she shall be advised that the City will not investigate any further. Only when a special circumstance clearly indicates, and the City Administrator determines, that a written complaint should not be required will an investigation be made without a written complaint. Upon receipt of a written complaint, the City Administrator shall notify the Mayor.
- Step 3: Within ten (10) working days after receiving the written complaint, the alleged harasser will be called to the City Administrator's office, given a copy of the completed complaint form and will be informed of the seriousness of the allegations. The alleged harasser will have the opportunity to refute the allegations in writing. Such written response must be submitted to the City Administrator within ten (10) working days.
- Step 4: The City Administrator will meet with the Mayor for an initial review of the complaint and response. If evidence warrants, the alleged harasser may be suspended with pay for a period not to exceed thirty (30) days, pending a complete investigation.
- Step 5: During the suspension period, a fact finding conference will convene before a panel comprised of the alleged harasser's Department Head, the City Administrator, and the Mayor. If any one of the permanent panel members is involved as the complainant, witness, or the alleged harasser, the Mayor shall appoint another employee so that the panel consist of three (3) members. At the conference, the employee claiming harassment, the alleged harasser and witnesses may be interviewed by members of the panel and the panel may consider such evidence as it deems appropriate. The panel shall determine whether or not the facts constitute harassment in violation of City policy.
- Step 6: If the panel determines that harassment and violation of the policy has occurred, the panel shall determine and take appropriate action. If the panel determined that no harassment has occurred, the alleged harasser will return to work, no record of the event shall be placed in the employee's personnel file. False accusations of harassment are a serious matter and will be dealt with appropriately. All actions and decisions of the panel are final and binding on all parties.

### **6.03 SAFETY**

The City promotes a safe work environment for its employees. Employee job safety is very important. It is the duty of every employee to work safely and, when job duties require the operation of a motor vehicle, to drive safely.

When driving or riding in a City vehicle for any reason, you are required to wear a safety lap and shoulder belt provided. The safety belt must be adjusted and fastened before the vehicle moves. All motor vehicle and traffic regulations, including speed limits, must be obeyed. Failure to comply with safety belt requirements, speed limits, or other traffic regulations can result in disciplinary action up to and including discharge.

You are expected to cooperate in every respect with the City's safety program to ensure your own safety and the safety of your co-workers and the public. Be sure to familiarize yourself with emergency procedures for your department and work location. You are expected to follow these procedures. Always check with your Department Head or the Safety Coordinator when you are in doubt about safety factors called for when performing your assigned duties.

### **6.04 UNETHICAL BEHAVIOR**

Unethical behavior shall include, but not limited to the following:

- a) Unauthorized disclosure of information,
- b) Breach of confidentiality, and
- c) Abuse of controlled substances, including consumption of alcoholic beverages while on duty.

Unethical behavior by an employee may result in disciplinary action, up to and including discharge.

### **6.05 CONFLICT OF INTEREST**

#### **6.05.1 POLICY**

No employee will have any personal interest outside the City which in any way conflicts with the interest of the City or puts the employee in a position to use City connections for personal gain.

#### **6.05.2 DISCLOSURE**

An employee shall disclose any doubtful situation or transaction so that the City Administrator can review it and provide an objective opinion as to its propriety.

## **6.06 POLITICAL ACTIVITY**

All employees have the right to express their opinion as individuals on political issues and candidates. However, employees are prohibited from engaging in political activity during scheduled work hours, while on duty, when using City equipment, or while on City property.

All employees are encouraged to exercise extreme caution in a public endorsement of or in opposition to a candidate for public office.

## **6.07 PERSONNEL FILES**

The official personnel file of each employee shall be maintained in the administrative office. All employees shall have access to the materials in the personnel file. Personnel files may only be reviewed in the presence of the City Administrator or his/her designee. These records shall not be removed from the administrative office.

Personal files shall include the employment application, resume, letter of appointment, starting date, rate of pay, and special conditions of employment, insurance and retirement documents, and support documents for employee qualifications; correspondence related to any grievance filed by an employee, letters recommending transfer, promotion, discipline, or discharge. Also included are any materials pertinent to any aspect of the employees employment with the City. If any employee requests copies of any reviewed information, they will be made available to the employee.

## **6.08 ABANDONMENT OF POSITION**

An employee who is absent from duty for three (3) consecutive work days without notifying his/her Department Head shall be deemed to have resigned his/her position. Renewed employment shall not be granted unless justifiable reason can be produced explaining the period of absence.

## **6.09 GIFTS AND GRATUITIES**

The requirements imposed by the *Code of Iowa* shall apply to all gifts to City employees or their families. City services are not to be extended by employees in exchange for special awards, gifts, or other remuneration from outside individuals or organizations. When an employee received any offering as a result of his/her status as a City employee, such receipt must be reported in writing at once to the Department Head, and the retention of the gift shall be based on the City Administrator's approval.

## **6.10 EMPLOYEE RESIDENCY REQUIREMENT**

The City Administrator shall reside within the City limits. All other full-time employees shall have a 30 minute response time. Response time shall begin from time of contact. Such response time shall be determined by the Department Head with approval by the City Administrator. Part-time and seasonal/temporary employees shall have no residency requirement.

Residency requirements are effective 90 days from the date of employment. Should an employee subject to the residency requirement become in noncompliance with the residency requirement, the employee shall be deemed to have voluntarily resigned from City employment on the last day of work prior to moving.

If residency cannot be arranged, the matter shall be discussed with the City Administrator. The City Council will make the final decision to approve or disapprove of the arrangement.

For purposes of the section residence shall mean the actual domicile of the employee where that employee normally eats and sleeps and maintains the normal personal household effects necessary for day-to-day living. Residence shall not include a place secured solely for the purpose of meeting this requirement which is maintained in addition to the employee's actual place of residence outside of their residency requirement area.

## **6.11 E-MAIL AND INTERNET ACCESS SYSTEM**

The City provides both e-mail and internet systems for employees to communicate with one another and persons outside the City.

E-mail and other means of electronic communications are business tools to permit rapid and efficient communications with a large audience. The City system is a business system. Users of these tools should apply good judgement and common sense. All electronic communication should be conducted as if it were done in a public meeting following the rules of ethical conduct.

The City, at its own expense, provides internet and e-mail technology and it is the property of the City. All communications over and activity conducted on the City-owned systems and equipment are the property of the City. The employee should have no expectations of personal privacy when using City-owned systems or equipment. The City may review, audit, or download messages that employees send or receive and may monitor internet access.

Internet access is to be used to communicate with fellow employees and citizens regarding matters within an employee's assigned duties, to acquire information related to or designated to facilitate the performance of regular assigned duties, and to facilitate performance of any task or project in a manner approved by an employee(s) department head.

In the use of City Internet Access, the following is prohibited:

- Dissemination or printing of copyright materials (including articles and software) in violation of copyright laws
- Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets or other confidential information, including any information of the City in violation of policy or proprietary agreements
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs
- Sending or soliciting sexually oriented messages or images
- Operating a business, usurping business opportunities or soliciting money for personal gain, and
- Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal law.

Employees may use the e-mail and internet for personal use provided that such use:

- Is incidental
- Does not interfere with the job performance of the employee or the employee's coworkers
- Does not generate a direct cost to the City
- Does not interfere with or burden the e-mail or internet system
- Is in compliance with all other sections of this policy

The use of the City's e-mail and internet system is a privilege. This privilege may be revoked at an time for violations of this policy. The City Administrator or a designee will evaluate violations of this policy. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment.

## **6.12 CELLULAR COMMUNICATION**

An employee authorized to use a cellular phone for City business is expected to use the equipment in the same manner and with the same care and stewardship as conventional, stationary phone equipment.

Cellular phones shall be used for calls as may be necessary. Upon the determination of the City Administrator or Department Head, unjustified or excessive calls or roaming use on the cellular phone shall be reimbursed by the employee. The employee shall limit to a minimum calls that do not involve City business. The City recognizes that it may be necessary to place incidental personal calls. If calls exceed a reasonable volume or involve roaming charges, the employee will be expected to reimburse the City.

An employee who has a personal cellular phone shall limit the number of calls received in the workplace. If the City Administrator or Department Head determines that the number of calls being made or received on a personal cellular phone are unreasonable, the employee may be asked to turn the phone off or leave it outside of the workplace. If a problem persists, misuse of it may be grounds for disciplinary action.

## **SECTION 7: WORKING CONDITIONS**

### **7.01 HOURS OF WORK**

#### **7.01.1 WORK WEEK**

The usual work week for all City employees shall be a five (5) day week, Monday thru Friday, or forty (40) hours. Unless difference as stated in Sections 4 and 7.

#### **7.01.2 CITY CLERK'S OFFICE**

Normal working hours are from 8:00 a.m. to 4:30 p.m., Monday thru Friday, with a half (1/2) hour (unpaid) lunch period. This lunch period should be staggered, if possible, to ensure that the office remains open to serve the public during the entire day. The option of not taking an one-half (1/2) hour lunch period is available with the approval of the City Clerk or City Administrator

#### **7.01.3 PUBLIC WORKS EMPLOYEES**

Normal working hours are from 7:00 a.m. to 3:30 p.m., Monday thru Friday, with a half (1/2) hour (unpaid) lunch period. The option of not taking an one-half (1/2) hour lunch period is available with the approval from the appropriate Department Head or City Administrator

#### **7.01.4 EXCEPTIONS**

Departments operating an "around-the-clock" operation require different working hours as do departments with particular scheduling problems. Employees shall ascertain working hours from their Department Heads, subject to approval by the City Administrator. At the City Administrator's discretion, employees may be placed on ten (10) hour, four (4) day weeks.

#### **7.01.5 BREAKS**

Short rest periods or coffee breaks shall be limited to one (1) fifteen (15) minute break during each one-half (1/2) work shift. These periods must be scheduled by Department Heads to minimize disruption of work in the department. Whenever possible breaks should be taken at the office, job site, shop, or treatment plant.

**7.01.6** At other specific times, employees may be required to conduct City business at times other than between the above hours and days.

**7.01.7** The City administrator may change opening and/or closing times of City Departments or its subunits when necessary and appropriate to meet the needs of the community.

## **7.02 CLOSING OF THE CITY BUILDING(S)**

In the event of severe weather conditions (i.e., snow storms, tornadoes, etc.) or other such emergencies and it is deemed to be in the best interest of the City, the City Administrator and/or his/her designee, may declare the City buildings closed and/or services curtailed.

Employees reporting late or who are permitted to leave work prior to the completion of their regular schedule on such designated days may report only those remaining hours to be used as an excused absence.

Employees prevented from reporting to work on such designated days may report the time lost as an excused absence.

## **SECTION 8: DISCIPLINE AND DISCHARGE**

### **8.01 STATEMENT OF INTENT**

An employee whose performance or conduct is not in keeping with City policies, rules, regulations, or standards, after review of the fact reveals that reasonable corrective efforts have failed, may be discharged.

The following are considered reasons for disciplinary action, ranging from reprimand to immediate dismissal. Action may be taken for causes other than those specifically listed. Whenever disciplinary action is taken, a record of such shall be signed by the supervisor administering the discipline and the employee being disciplined. This signed record shall be kept in the employees personnel file. Repeated reprimands or single infractions can be grounds for immediate dismissal by the City Council.

- Absence without reasonable cause. The City Administrator will decide whether or not an absence is with or without reasonable cause.
- Reporting late to work, leaving work early, or leaving the job during working hours without permission from the Department Head or City Administrator.
- Lack of ability to perform his/her job as the job description defines it.
- Failure to produce the quality or quantity of work the job requires.
- Insubordination, refusal to obey orders, refusal to do job assignments, when they are part of the job description, etc.
- Accepting gifts or money which may effect decision making.
- Reporting to work under the influence of drugs or alcohol.
- Threatening, intimidating, or interfering with other employees.
- Theft or misappropriation of City property.
- Immoral or indecent conduct while on duty or off duty when such conduct brings the City into public disrepute.
- Creating or contributing to unsanitary conditions.
- Infractions or violations of the safety rules, procedures, or safe work practices.
- Abuse of leave privileges.
- Chronic physical or mental incapacity to perform the work of the position, unless a reasonable accommodation has been approved.

- Falsification of City records.
- Willful violation of the provisions of the law or of a City or Departmental policy or procedure.
- Failure to report any job-related accident in a timely manner that results in personal injury or property damage.
- Behavior – maintain a positive work atmosphere by working in a cooperative manner. Maliciously motivated criticism, bullying, or harassment will not be tolerated. Being insubordinate, threatening, intimidating, and disrespectful toward a supervisor, coworker, public, visitor, or vendor will not be tolerated.

## **8.02 PROCEDURE**

It is the policy of the City to follow a system of progressive disciplinary action outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action up to and including discharge.

- Step 1: Verbal Warning - a verbal warning may be given by the employee's Department Head or City Administrator.
- Step 2: Written Reprimand - A written reprimand shall be given to an employee, by the City Administrator and/or Department Head, whose performance or conduct is unsatisfactory or unacceptable. The written reprimand notice shall advise the employee of what performance or conduct is expected, what was done wrong, what is needed to improve, and what will happen if no improvement results. The employee will be allowed a period of time to correct the situation leading to a written reprimand. The period of time shall not be less than ten (10) working days, no more than sixty (60) working days. The employee shall sign and date the warning notice to signify that he/she has read and received it. One (1) copy of the warning shall be given to the employee with the original copy being placed in the personnel file.
- Step 3: Suspension - An employee may be suspended by the City Administrator for an appropriate period of time, not to exceed ten (10) working days, without pay.
- Step 4: Discharge - An employee may be discharged by the City Council.

### **8.03 SUMMARY DISCHARGE**

Certain acts of gross misconduct, i.e., dishonesty, negligence, insubordination, and other acts of commission or omission, are such grave deviations from City standards of performance or conduct that summary discharge is justified. In such cases, notice may be unnecessary. It may be enough for the City Administrator to establish the employees guilt of the offense and the offense warrants immediate dismissal.

An employee will be provided the reasons for the summary discharge and given opportunity to meet with the City Council.

## **SECTION 9: GRIEVANCE PROCEDURE**

### **9.01 GENERAL PROVISIONS**

City employees may initiate a grievance based upon alleged discrimination or violation of application or interpretation of City personnel policies.

In the absence of timely appeal by the grievant, the last decision at any step becomes final.

No employee acting in an official or unofficial capacity shall take, or threaten to take any act of reprisal against an employee because he/she has exercised, any of their rights under this procedure.

### **9.02 PROCEDURE**

A grievance must be filed in the following manner:

Step 1: An employee having a grievance shall submit in written statement to his/her Department Head within ten (10) working days of the grievable matter. The Department Head shall respond in writing to the grievant within five (5) working days of the receipt of the grievance, unless it is mutually agreed, in writing, that a longer period of time is necessary.

Step 2: If the grievant is not satisfied with the response of the Department Head, the grievant can continue the process and submit the written grievance to the City Administrator. This appeal must be submitted within five (5) working days of the employee's receipt of the Department Head's response. The City Administrator shall have ten (10) working days to respond in writing to the grievant, unless it is mutually agreed upon, in writing, that a longer period of time is necessary.

Step 3: If the grievant is not satisfied with the response of the City Administrator, the grievant can continue the process and submit the written grievance to the City Council. This appeal must be submitted within five (5) working days of the employee's receipt of the City Administrator's response. The City Council shall review the appeal. The decision of the City Council shall be final.

## **SECTION 10: TERMINATION OF EMPLOYMENT**

If an employee voluntarily resigns from service with the City, it is necessary for the notification of the termination date to be put in writing by the employee to the City Administrator with a copy to the Department Head and City Clerk. An employee is expected to give a minimum of fourteen (14) calendar days notice.

If this procedure is followed by the employee, all accrued vacation and holiday time up to the resignation date will be paid to the employee. If the employee fails to give fourteen (14) calendar days notice, he/she will forfeit all accrued benefits.

Terminated employees must return to the City any City property they may have in their possession. Including, but not limited to keys, and/or supplies prior to their termination date.

An exit interview will be conducted for all full-time employees, prior to termination of employment, by the City Administrator and/or his/her designee.