

Richland Public Library PERSONNEL POLICY

1. The library board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code and the Richland City Code.
2. It is the City's policy that all employment decisions shall be based on merit, qualifications, and competence. Employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, mental or physical handicap unrelated to ability to do the job (if otherwise qualified) or any other characteristic protected by law.
3. The library board shall select, appoint, and if needed, dismiss the library director.
4. The board shall establish all other positions and wages for additional staff.
5. The library board shall conduct annual appraisals of the library director's position and work.
6. The person appointed as library director shall be responsible for the administration of the library as stated in the *Director's Job Description*.
7. The Richland Public Library has a paid staff consisting of a Library director and/or a paid substitute.
8. The library board reserves the right to dismiss any employee without notice in cases of significant misconduct. Both the director and the Board of Trustees have the right to terminate the employment relationship at will, with or without cause, at any time.
9. Termination would follow verbal and/or written warnings, suspension or probation
10. A library director wishing to resign or retire from employment must notify the library board at least one month in advance.
11. If possible, the outgoing director will spend 1 to 2 weeks training the new director, in which case both will be paid their regular salary. If the outgoing director is unable to train the new director, the board of trustees will contact the Southeast District's Library Resource Technician to arrange for orientation and training of the new director.
12. The expense of educational seminars and training sessions required by the library for library programs or for state library certification will be paid by the library. The library will pay the class fees and the current hourly wage will be paid for class time but will not include travel time. Mileage to and from the class will be paid according to the most recent IRS travel rates.
13. The librarian will be paid for the following days, regardless of the day of the week they occur: July 4, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day. The library will be closed on these days.
14. Vacation Benefits: After a probationary period of 90 days, the director will earn 5 vacation days to use during his/her first year of employment. At the one year anniversary, the director will accrue an additional 5 days for a maximum of 10 vacation days per anniversary year. Vacation days earned but not used during any anniversary year will be forfeited and do not roll over to the next year.
15. Sick Leave: After a probationary period of 90 days, the director will earn 25 hours of sick leave per anniversary year. Sick leave hours earned but not used during the anniversary year will be forfeited and do not roll over to the next year.
16. The following will follow the City of Richland's *Employee Handbook*:
 - a. Harassment
 - b. Employment Reference Check
 - c. Attendance and Punctuality
 - d. Conflicts of Interest
 - e. Confidentiality
 - f. Personal Data Changes
 - g. Time Keeping and Payroll
 - h. Workers' Compensation Insurance
 - i. Recruitment and Employment
 - j. Payroll Deductions and Setoffs
 - k. Employee Conduct
 - l. Dress Code
 - m. Alcohol, Drug Use & Smoking

Approved January 1999. Amendments were made on December 2002, February 2009, August 2012, February 2013, November 2019, January 2023 and January 2025.