

# **MEEHAN MEMORIAL LANSING PUBLIC LIBRARY PERSONNEL POLICY (APPROVED 12/17/2019)**

## **PURPOSE:**

The purpose of this document is to set forth the policies by which personnel-related decisions made by either supervisor or employee are to be guided and to express mutual expectations for conduct in the workplace. The Library's ability to manage and provide public services with efficiency and effectiveness is dependent upon the capability and performance of its employees. The Library strives to provide a good working environment, emphasizing individual achievement, open communication, and sensitivity to employee needs. The Personnel Policies identified herein are not intended to create any contractual rights in favor of the employee or the Meehan Memorial Lansing Public Library. The Library reserves the right to change the Personnel Policies at any time.

## **ADMINISTRATION:**

These policies generally cover all Library employees; however, temporary/hourly-pay employees may not be covered by all provisions. Questions of interpretation should be addressed to the Library Director, who shall be responsible for final interpretation and application of these policies. The principles expressed herein will be used as a guide regarding issues not specifically addressed in these policies. This document should be read in conjunction the operating procedures published by the Library. Upon appointment to a budgeted position, all employees of the Library shall be furnished a copy of these policies. Any substantive changes or amendments shall be distributed to all employees.

## **EQUAL EMPLOYMENT OPPORTUNITY:**

### General Policy

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

### Harassment

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

#### **a. Sexual Harassment**

Sexual harassment is a form of unwelcome conduct that affects terms or conditions of employment or creates intimidating, hostile, or offensive work environments. Such harassment is prohibited for all employees, regardless of status, including supervisors, subordinates, administrators, and co-workers. No



employee, either male or female, should be subjected to such conduct. Sexual harassment may also be charged between same-sex employees.

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

- Deliberate or repeated unsolicited verbal comments, questions, representations, or physical conduct of either a sexual or non-sexual nature that is unwelcome to the recipient.

- Making or threatening to make decisions affecting an employee's job on the basis of the acceptance or refusal of a request for sexual intimacy.

- Verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

- Unwelcome sexually explicit or vulgar language, sexual jokes or innuendo, touching and/or lewd gestures, or physical contact.

It may also include more subtle actions directed at one or more individuals.

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

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

c. Complaint Procedure

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

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

d. Consequences of Harassment

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

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



**EMPLOYEE RELATIONS AND CONDUCT:**

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

Public Relations

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

Workplace Violence Prevention

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

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

All reports of violence will be reviewed in a timely manner. Generally such reports should be made to the Library Director or to one of the members of the Board of Trustees

Weapons

No employee of the Library shall carry a weapon while on duty. Weapons are not allowed on City property. Issuance of a concealed weapons permit does not exempt an employee from these provisions.

Library Owned Computers and Phones

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

Appearance-Grooming

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and projects an image that inspires the confidence of citizens and others with whom the employee must associate in the course of work.

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

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

Personal Activities

Conducting personal or non-duty related activity is discouraged during work hours, except in emergencies and with the approval of the supervisor. If it is necessary to make a personal phone call, the call should be



kept short. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business.

### Supplemental Employment

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

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

### Religious Holidays

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

### Education

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

The expense of educational seminars and training sessions required by the Library will be paid by the Library.

### Absence Without Leave

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

## **DISCIPLINE**

### Disciplinary Measures

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

### Causes for Discipline

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

- a. Insubordination.



- b. Theft of Library property or money, or acting in a careless or negligent manner with Library money, property, or vehicles.
- c. Willful or continued violation of Library rules and policies.
- d. Abusive or improper treatment during the performance of duty to any member of the public, fellow employee or city official, including harassment on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical handicap or disability; or any behavior which has the effect of producing a hostile work environment.
- e. Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record.
- f. Failure to satisfactorily and consistently perform the duties of the position; incompetence, inefficiency, or negligence in the performance of assigned duties; unauthorized dissemination of non-public information acquired during the performance of duties for the Library.
- g. Violations of the Federal Drug Free Workplace or any other rules or regulations promulgated by the Library.
- h. Lying or providing false, inaccurate, or incomplete information either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or Library record.
- i. Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer, cell phones, or other Library-owned property.
- J. Illegal activities and/or conviction of a crime closely or directly related to the ability of employees to perform their job effectively.
- K. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment.
- l. Activity which involves conflict of interest.
- m. Revealing confidential Library records or unauthorized use of privileged information.

#### Public Information

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

- Employee name
- Employee salary
- Employee hire date
- Employee job title

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

#### Job Description

A job description will be developed and reviewed annually for each position. Copies of job descriptions are maintained in the Library Office.

#### Probationary Period

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



Performance Evaluation

An evaluation and appraisal of each employee's work performance shall be conducted annually.

**Termination of Employment**

a. Resignation

Every employee is expected to give at least ten (10) working days notice prior to the effective date of resignation. The notice should be in writing and directed to the immediate supervisor. Generally the termination date shall be the employee's last day in attendance at work, except in cases of medical disability. Generally, employees will be required to be at work on their last day.

**SAFETY:**

Safety Rules

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

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

**CONFLICT OF INTEREST:**

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

If an employee determines that he or she has an outside interest that may be affected by the Library, the employee must immediately report the situation to his or her Supervisor.

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

Employment

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

Gifts

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

Lunches or other meals are not acceptable as gifts from persons with whom the Library does business, unless it is a community or public affair to which other community representatives are invited for a purpose other than to conduct business.



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

#### Impartiality

No Library employee may grant or make available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to all citizens. This does not apply to fair and reasonable policy interpretation made while performing regular job responsibilities. Library employees must not secure special privileges or exemption for themselves or their relatives and friends beyond that available to all citizens.

#### Confidentiality of Library Records

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

#### Use of Information

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

#### Use of Public Property

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

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

#### **POLITICAL ACTIVITY:**

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

#### Acceptable Activities

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



Restrictions

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

**EMPLOYEE DEVELOPMENT**Training and Education

## a. General

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

## b. Orientation

All new staff is required to attend a general orientation to the Library.

Attendance at Professional Meetings

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

Approval for Travel and Education Requests

## a. Outside seminars, workshops, conferences.

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

**CONFLICT RESOLUTION PROCEDURE**

Employees may appeal informally to appropriate and impartial Trustees or to the Library Director.

**Employees:**Director/Librarian:General Statement of Duties:

\*Plans, organizes, directs and coordinates library activities



- \*Determines reader and community interests
- \*Makes plans to develop the resources and services of the library
- \*Is responsible for recruitment, selection and training of all other library staff
- \*Is responsible for the ordering, cataloging, classifying and selection of all library materials
- \*Prepares new materials for circulation
- \*Is in charge of all circulation procedures and shelving of library materials
- \*Prepares displays and maintains a pleasant and orderly library environment
- \*Keeps records of circulation, library use, cash transactions of fees and/or fines
- \*Runs and maintains audio/visual/electronic equipment
- \*Keeps informed of requests by library patrons
- \*Orders needed supplies
- \*Organizes the children's summer reading programs
- Administers the policies established by the Board of Trustees
- \*Reports regularly to the Board of Trustees
- \*Attends meetings of the Board of Trustees
- \*Keeps in touch with developments in the library field
- \*Promotes a positive library image to the public

Requirements:

- \*High school graduate or equivalent
- \*Has a wide background and interest in all types of literature
- \*Has the ability to meet the public and to accept responsibility
- \*Will learn new skills and adapt to change
- \*Have knowledge and experience with computers

Director/librarian terms of employment

1. Will be hired for a six month probation period
2. Will be re-evaluated each year at annual meeting in July
3. Salary as set by Board of Trustees
4. Vacation Pay: One week's pay (equal to amount of regular hours) after one year of employment.  
with two week's pay after five years of employment
5. Paid Holidays: The library will be closed for the following holidays
 

News Year's Eve	Memorial Day	New Year's Day	Fourth of July
Labor Day	Christmas Eve	Thanksgiving Day	Christmas Day
6. Library hours are:
  - Winter Hours:
  - Monday: 9 to 12:00
  - Tuesday: 11:00 AM – 7:00 PM
  - Wednesday: Closed
  - Thursday: 11:00 AM – 7:00 PM
  - Friday: 11:00 AM – 7:00 PM
  - Saturday 9:00 -12 noon
  - Sunday: Closed



**Library Aide and Resource Librarian**

**General Statement of Duties:**

In the absence of the director/librarian or Resource Librarian, will carry out the daily procedures of opening and closing the library, checking out and checking in materials, re-shelving of materials, registration of patrons, explains the use of library facilities to new patrons, assists the public in the use of the library by giving standard information in person or by phone, collects fines for overdue materials, counts and records circulation statistics, carries out policies set for by the Board of Trustees and if time permits, helps with the preparing of new materials for circulation.

**Requirements:**

Ability to meet the public; broad general education, including a wide background of reading in a variety of areas; ability to accept responsibility, learn new skills and adapt to change.

**Terms of employment:**

- 1. Will be hired by director/librarian with approval of Board of Trustees
- 2. Will be paid minimum wage or more at discretion of Board of Trustees

**Additional responsibilities for Resource Librarian:**

- Assist patrons in genealogy Research
- Publicity for Library Programs
- Assist in Library Program research
- Update and maintain web page
- And other duties as assigned

**PERSONNEL POLICY REVIEWS:**

The Meehan Memorial Lansing Public Library Director, Staff, and Board of Trustees will regularly review this policy. Public notice will be made of any policy changes and patrons will be expected to abide by the terms of any updated policy.

Adopted by the Board of Trustees

Reviewed: 12/17/2019 by Library Board of Directors:

Eddie Penno 1-21-2020  
 Eddie Penno

\_\_\_\_\_  
 Dave Darling

\_\_\_\_\_  
 Shari Honn

Debra Dietzenbach 1-21-2020  
 Deb Dietzenbach

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 Katie Hanson

Janice Rea 1/21/2020  
 Janice Rea

Sarah M. Majewski 1-21-2020  
 Sarah Majewski