**OSKALOOSA PUBLIC LIBRARY POLICY MANUAL**

**Vision Statement**

**The Oskaloosa Public Library is a dynamic civic resource that provides access to information, materials and service to all members of the community to stimulate ideas, advance knowledge, and enhance the quality of life.**

**A Brief History of the Library**

**Compiled in 1979 by Louise S. Barker**

The Oskaloosa Public Library has its roots in a Women’s Club library which started in 1913 and which shared books and borrowed books from the State Traveling Library. As early as 1916 there was some city tax support; this was discontinued during the Depression, but resumed in 1946. In 1949, the mayor appointed a library board, a budget then made for 1949-50. The city tax brought in $200. The librarian’s annual salary was $104.00. There were 1200 books, “many old.” The library was housed in an upstairs room on the square for which $60 annual rent was paid. A surplus had accumulated so it was possible to move the library to a basement room under the bank and to obtain some new furnishings. In June 1963 the library was moved to a back room in a county-owned building on the ground floor, a better location for access, but still not visible. Here we learned about “weeding” and had help from the state library.

The impetus for real improvement came, however, with LeRoy Fox as state librarian and the concept of systems of Cooperating Libraries. Through this movement we developed a new vision of what library service could be, learned about our powers as a library board and went to work. By 1966, the library board purchased a building on the square and had started remodeling it and had become a member of NEKLS.

During this period the library had an income of about $500 annually from .5 mill city tax. Now armed with new knowledge and the system tax, a contract for .5 mill from Oskaloosa township was negotiated. With the system support, the library now has a budget of $9,200.

The improvement in our library has been based first of all on information as to what a good library can be and then active citizen participation in terms of work and money and finally the constant support of NEKL. Our present assets are: 1.) an attractive, visible, adequate building on the square, 2.) a library which is open daily, 38 hours a week, 3.) over 2,000 registered borrowers in a town of 1,000 persons, 4.) over 7,000 books constantly being renewed, 5.) access to the interlibrary loan, 6.) a librarian whom is interested in people, books, and in learning, and 7.) an active library board.

1. History of the Library Addition

 The foundation of the new addition to the Oskaloosa Public Library began with the bequest from the Maud Thompson estate in December of 1984. A life long member of Oskaloosa, Maud Thompson and her husband, Fred, contributed extensively to the community. Simultaneously, the State Library in Topeka announced the availability of LSCAIL (Library Service & Construction Act) Funds or public libraries. Thanks to Maud Thompson, the Oskaloosa Library was able to meet the most important criteria- that of matching funds, and complete a grant application.

 A building committee was formed and held its’ first meeting on January 15, 1985. Members were David Hodges, Chairman, Steve Good, Tom Krebs, Marguerite Holroyd, Debbie Finley, Linda Pisocki, and Paula Ware, Librarian. After a discussion of needs were held, the committee contacted and hired Walter Hicks of Lawrence, Kansas as project architect.

 On April 19, 1985, the architect, librarian, committee members, and interested patrons attended the LSCAII hearings at the State Capitol building in Topeka. The grant committee voted unanimously to fund the entire amount of the Oskaloosa request: $23,000 for an addition to the Library.

 September 24, 1985, bid proposals for the addition were opened at the Library. Seven general contractors submitted bide. Winston-Brown Construction Co., Inc. of Topeka was awarded the contract. Construction began in November and was completed in February of 1986.

 The City of Oskaloosa and the Oskaloosa Township also contributed to the Library addition. The City funded the painting, carpeting, and kitchen cabinets for the room and the Township gave money to help in the purchase of tables, chairs, and other equipment.

 With the generosity of the late Maud Thompson, the help of various governments, the dedication of hard working Library supporters and staff, the Oskaloosa Library continues to grow and enrich the community of Oskaloosa.

-Highlights of It’s History-

 (compiled in 1985)

 The Oskaloosa Library has provided a feast of books for the town and vicinity for 73 years. It has been a movable feast. This building with the beautiful new room is the sixth location of the library. It was begun in 1913 upstairs in the old Opera House (on the west side of the square): in 1930 it was in the Critchfield Mansion (on the site of Cherokee Lodge); then the Library moved to an inside second floor room of the Union Block (the R&H Department Store); and in 1950 we find it in the basement of the Oskaloosa State Bank (the Old Bank Café). 1960 brought another change to a ground floor back room in the Courthouse Annex. Finally in 1965 the Library ended its pilgrimage and came to a firm rest right here in it’s own ground floor, street-front location.

 At approximately the same time a settled home was made for the book collection, the Oskaloosa Public Library became a member of the Northeast Kansas Library System. The “System” helps libraries financially with system grants, educationally with workshops, in an advocacy role with government agencies and in advisory role whenever a librarian needs help.

 It has been an increasingly nutritious and available feast. In the beginning the books were all donated (supplemented by occasional trunks of books loaned by the State Library). Perhaps at a given time there were 400 books available. Now in the permanent collection there are 8,700 books. In addition all books in the State’s Public Libraries (including University Libraries) are available via inter-library loan. Quite a feast of books is now being served six days a week, 38 hours a week; up from one day, two hours a week in 1913.

 Behind the feast is money. In the beginning, all books and services were donated; rent and utilities were paid from solicited contributions. In 1949, the City of Oskaloosa budgeted $200 for the Library. In 1951, the Library legally became the Oskaloosa Public Library and more funding sources became available. Now the annual budget (for 1986) is 14,850 from these sources: City = $4,335, Township = $2,800, State = $693, Northeast Kansas Library System = $3,850, and other monies from Book Barn (a used book outlet for NEKL System Libraries) operations, donations, and memorials.

 Behind the places, books and money of the gala are people. There are the “movers and shakers”-the members of the committee and boards, the volunteer staff, the paid staff, and the financial and book contributors, and the “Guests” of the feast-years are too numerous to be identified, even numbered. But some stand out. First are the dedicated clubwomen of the 1910 to 1940’s who created and operated the Library, and the 1965 Boards was first appointed by the City in 1949 when Fred Thompson was mayor. So for the past 37 years through hundreds of board meetings, Library board members have guided, coaxed, pleaded, and pressured the community Library to its present honorable state.

 Finally the Oskaloosa Public Library provides a gala of more than books. These sides add appeal and provision to its fare: children’s story hour, art exhibits, special programs, reference service, study room, computer instruction, and a community meeting room. And now, with the new room, the provision occurs in a much greater, convenient, and attractive facility than in 1913, 1949, 1960, and 1985.

**Librarians**

**Helen Clark 1954-1966**

**Leona Bleil 1966-1973**

**Marjorie Jeffery 1968-1983**

**Paula Ware 1983-2015**

**Rachel Hissong 2015-2019**

**Cheryl Sylvester 2019-**

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PERSONNEL POLICY

I. Employment

 A. Authority

 The Information contained in this personnel policy applies to all employees of the Oskaloosa Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and any of its employees. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Oskaloosa Library Board of Trustees expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the board of trustees. Only the board of trustees in consultation with the director has the authority to change any policy. This policy supersedes all previous personnel policies.

The board of the Oskaloosa Library retains the right to direct the administrative staff to supervise and control the workforce; to hire, layoff, and terminate personnel; to schedule staff; to authorize rules and regulations; and to carry out the customary functions of management. The library director shall be responsible for carrying out the personnel policies of the board of trustees.

 B. Employment Relationships

 Employees of the Oskaloosa Library are “employees at will.” Either the Oskaloosa library or the employee may terminate the employment relationship at anytime, either with or without cause, and also with or without advance notice.

 C. Equal Employment

 The Oskaloosa Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by applicable law.

Nothing in the previous paragraph is meant to limit or expand the library’s obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

 D. Non-Harassment Policy

 Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person’s work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited.

The Oskaloosa Library will not tolerate sexual harassment in any form. No employ shall threaten or imply that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, pay promotion, job assignment or any other aspect of condition of employment. Any employee who violates the policy will be subject to having job action taken against them.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee’s body or wearing apparel;
4. Display of sexually suggestive cartoons, pictures, or photographs.

Personnel should report immediately any such behavior or incident to the library director(or board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority(board of trustees, human relations commission, etc.) An employee may ask the city or county human relations resource person, another employee, or supervisor to be present at a complaint discussion with any level of management. In its effort to prevent discrimination or harassment of any kind, the Oskaloosa Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

1. Employment of and Service to the Handicapped

No employee or applicant for employment will be discriminated

against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship.

1. No-Smoking

The Oskaloosa Library is designated as a non-smoking institution. Those wishing to smoke must leave the library. K.S.A.21-4009.

1. Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees at any time on library premises, in library vehicles, or while on library business is prohibited. Employees must not be on library business or on library property or operating library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substances.

1. Injury

 Any injury, however slight, occurring on the job must be promptly reported to the supervisor, director or board member. This is for the employees own protection under Kansas Worker’s Compensation regulations and a requirement under Occupational Safety and Health Act Regulations.

1. United States Citizenship

 The Oskaloosa Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

1. Nepotism

 It is the policy of the Oskaloosa Library that two or more employees who are related(immediate family) shall not be employed in the library unless the library board has reviewed and approved the proposed employment of relatives.

1. Posted Notices

Notices relating to federal, state, or local regulations will be posted in the Oskaloosa library office in the library. It is the responsibility of each employee to read these notices.

1. Child Labor

 The Oskaloosa Library will comply with the Child Labor provision of the Fair Labor Standards Act and related Kansas Statutes.

II. GENERAL EMPLOYMENT INFORMATION

* 1. Recruitment (Advertisement Based on Job Description)

 Recruitment to fill open positions will be made through open

application. Positions will be advertised in The Oskaloosa Independent and the Library System on-line newsletter.

* 1. Job Classification
1. Full-time employee: One employed to work a normal work week of at least 25 hours on a regular and continuing basis.
	1. Library Director Description

Notice: At the time of hire this position has a 90 day probationary period.

Supervised by: Oskaloosa Library Board of Trustees.

Supervises: Library staff and volunteers

Overview of Position:

 The Library Director is responsible for carrying out the policies of the Library, supervision of personnel, general Library operation and service to the Library.

 The Library Director must possess and demonstrate a general knowledge of all phases of public library service. In serving the needs of the Library and the patrons the Library Director is responsible for fostering a friendly, comfortable environment.

Position Duties:

* Attend all board meetings, with the exception of executive session.
* Plans and presents yearly budget request to the Library Board; and, once approved by the board, presents to the Oskaloosa City Council with requests for budget maintenance or requests for additional funding through the city. (Budget preparation is to incorporate any increases in expenses for operations during the next fiscal year).
* Researches and applies for grants as additional funding sources for the Library.
* Supervises all staff, assigns tasks, and orients and trains all staff and volunteers.
* Prepares evaluations for Library staff with request for raises presented to the Board for approval prior to giving raises to employees.
* With creation of new positions or expansion of current positions information will be presented to the board seeking approval.
* Facilitates the use and development of resources, inventory control, ordering and processing of library materials.
* Maintains circulation records and contacts patrons concerning overdue materials.
* Facilitates community group use of the meeting room.
* Works jointly with the Board of Trustees in the recruitment of future Board members.
* Attends continuing education opportunities
* The Library Director is expected to maintain a collaborative working relationship with Northeast Kansas Library System (NEKLS).
* Identification and facilitation of Library needs for operations, including but not limited to insurance needs and maintaining the general security of the Library computer systems, inventory, and general Library resources.
* Supervises the maintenance and repair of the physical facility.
* This list of duties is not intended to be all inclusive. The duties of the Library Director may be amended to address the needs of the Library with approval of the Board of Trustees with appropriate timely notification to the Library Director of such changes with time of implementation specified.

Qualifications:

 A preference of two years of college, or equivalent experience that indicates the ability to perform the duties of the position.

 Applicant must present a resume.

 After reading the job description the potential job

applicant must sign the document indicating that he/she

understands the job description(see next page)

I acknowledge that I have read, reviewed, and understand the contents of the position description for Library Director.

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**(Signature) (Date)**

* 1. Applicant Interview, Based on Job Description Contained in Job Advertisement.

These guidelines have been prepared to help the director and board of trustees of the Oskaloosa Library conduct fair and objective interviews. The interview should provide as much information as possible about an applicant’s potential to perform the duties of a particular position.

* 1. Use team approach. It will save time and allow for comparison of the applicant by team members. The interview team may consist of the entire board or committee of two or three to recommend to the board.
	2. Familiarize the interviewer/s with the position. He/she must be familiar with the major duties and responsibilities, and the essential knowledge, skills and abilities of the position at entry level. Each interviewer must have a copy of the job description and review it carefully.
	3. The selection criteria must be consistent with the complexity and level of the job. Focus on the performance factors that can be demonstrated in the selection procedure. Understand the goals of the library as they relate to the position. Such criteria must be job related and might include performance during the interview, relevant training, education and experience, etc. Example: To what extent is job success dependent upon effective oral communication skills, on-the-spot reasoning, and the ability to effectively present oneself to strangers?
	4. Prepare questions that are job related and appropriate for the complexity and level of the position. Some categories of questions that are commonly used by interviewers:
		1. Open ended questions. These are the most effective, yielding the greatest amount of information, and allows the applicant latitude in responding.

Example: “What did you like about your last job?”

* + 1. Close-ended questions. These questions are helpful at the outset of the interview to know certain information or determine specific knowledge.

Example: “Could you name 5 specific applications involved in…?)

c) Probing questions. These questions allow the interviewer/s to delve deeper for needed information.

Example: “Under what circumstances did that occur?”

D) Hypothetical questions. Hypothetical situation based on specific job related facts are presented to the applicant for solutions.

Example: What would you do if…?” “How would you handle…?

e) Loaded questions. These questions force an applicant to choose between two undesirable alternatives. The most effective way to employ a loaded question is to recall a real-life situation where two divergent approached were both carefully considered, then frame the situation as a question starting with, “What would be your approach to a situation where…”

f) Leading questions. The interviewer/s sets up the question so that the applicant provides the desired response. When leading questions are asked, the interviewer cannot hope to learn anything about the applicant.

* 1. ASK ONLY JOB-RELATED QUESTIONS! How many children do you have? Does your husband work in our city? These questions do not usually relate to the job qualifications and are not allowed. “Nice to know” questions are not permitted. Lawsuits may result from applicants who are rejected on the basis of irrelevant questions asked by interviewers.
	2. Develop interviewing strategies that are appropriate for the position level and skill requirements.

a) Situational Interviewing. This could involve taking a tour of the workplace and asking the interviewee to actually perform some aspect of the job, or a closely related aspect of the job.

b) Behavioral Interviewing. The interviewer/s is looking for a behavioral pattern. All questions are based on the past with the assumption that the interviewer/s might get an idea of what action the interviewee might take in the future based on what happened in the past.

 c.) Stress interviewing. This strategy calls for the use

 of tough or negatively phrased questions. The

interviewer is trying to keep the candidate off balance while evaluating poise and quick thinking under pressure. This style would not be suitable if the employee will not face undue stress on the job.

The sensible approach is to take the best aspects of each style and combine them to produce a fair and comprehensive strategy.

* 1. Establish a system to evaluate the responses. A formula for rating or ranking the applicant’s responses to questions based on the selection criteria should be developed to make the selection process easier and more objective.
	2. Interview Process

The board of trustees and/or the director will use the following process when interviewing prospective employees:

Pre-interview

1. Schedule interview to allow sufficient time for post interview discussion, completion of notes, etc.
2. Interview in a setting that is free from distractions and interruptions.
3. Review applications and resumes provided by the applicants.
4. Provide an accurate position description to each applicant and allow adequate time for reading before the interview begins.

Opening the interview

1. Review the goals, objectives, and mission statement of the library.
2. Allow the applicant an opportunity to pose questions or seek clarification concerning the position.
3. Explain the interview process to the applicant.

Questioning

1. Question the applicant according to strategies developed beforehand.
2. Be consistent with all applicants.
3. Allow the applicant sufficient time to respond to each question.
4. Record any relevant information elicited from the questions.

Closing the interview

1. Inform the applicant when the decision will be made and how notification will occur.
2. Confirm the date of the applicant’s availability to begin work.
3. Confirm the applicant’s correct address and telephone number.
4. Give the applicant a final opportunity to raise any questions.
5. Obtain all necessary information from the applicant about references.

Post-interview

1. Review the selection criteria.
2. Review and complete notes.
3. Avoid prejudgment and discussion of applicants between interviews.
4. Give the applicant a final opportunity to raise any questions.
5. Rank the applicant based on selection criteria.

 F. Guidelines for Employment Inquiries

The following should be used to formulate questions which will elicit the information needed to make employment decisions.

1. Name: Permissible inquiries: Questions which will enable work and education questions to be checked. Inquiries which MUST be avoided: Inquiry about the name which would indicate lineage, ancestry, national origin, descent, or national status.
2. Age: Permissible inquiries: If age is a legal requirement, whether applicant meets the minimum or maximum age requirement upon hire, proof of age can be required.

Inquiries which MUST be avoided: If age is not a legal requirement, any inquiry or requirement that proof of age be submitted must be avoided. NOTE: The Age Discrimination in Employment Act, as amended in 1986 prohibits discrimination against persons over 40. The Kansas Act Against Discrimination prohibits discrimination against persons age 18 and over.

1. Race or Color: Permissible inquiries: NONE Inquires which MUST be avoided: Any inquiries that would indicate race or color.
2. Gender: Permissible inquiries: Inquiry or restrictions of employment is permissible only when a bona fide occupational qualification exists (This BFOQ exception is interpreted very narrowly by the courts and EEOC). The employer must prove that the BFOQ exists and that all members of the affected class are incapable of performing the job. Inquiries which MUST be avoided: Any inquires that would indicate gender.
3. Marital and Family Status: Permissible inquiries: Whether applicant can meet specified work schedules and/or will be able to travel. Inquiries which MUST be avoided: Any inquiry which would reveal marital status; information on applicant’s children, child care arrangements or pregnancy.
4. Disabilities: Permissible inquiries: Under the provisions of the Kansas Act Against Discrimination, as amended and the Americans with Disabilities Act of 1990, applicants may be asked if they are able to perform the essential duties of the position with or without reasonable accommodations. Inquiries which MUST be avoided: Whether an applicant is disabled or inquiry about the nature or severity of the disability. NOTE; Except in cases where undue hardship can be proven, employers must make reasonable accommodation for an employee’s disability. A reasonable accommodation may include facilities accessible job restructuring, modified work schedules, modifying examination, training materials or policies, acquiring or modifying equipment or devices, or providing qualified readers or interpreters.
5. Religion: Permissible inquiries: Employers may inform applicants of normal hours and days of work required by the job. NOTE; Except in cases where undue hardship can be proven, employers must make reasonable accommodations for an employee’s religious practices. Inquiries which MUST be avoided: Any inquiry which would indicate applicant’s religious practices and customs.
6. Address: Permissible inquiries: Address may be requested so that the applicant can be contacted. Names of persons with whom the applicant resides may be requested for the compliance with the nepotism policy. Inquiries which MUST be avoided: Any inquiry which may indicate ethnicity or national origin.
7. Ancestry or National Origin: Languages applicant reads, speaks or writes and the degree of fluency if a specific language is necessary to perform the job. Inquiries which MUST be avoided: Inquiries into applicant’s lineage, ancestry, national origins, descent, birthplace, or native language, how applicant learned a foreign language.
8. Arrest, Conviction, and Court Records: Permissible inquiries: Inquiry into arrest records and actual convictions which relate reasonably to fitness to perform a particular job. ARREST; The employer must consider whether the alleged conduct is job-related, the likelihood that the alleged conduct was actually committed and the time that has passed since the arrest. CONVICTION; The employer must consider the nature and gravity of the offense(s), the time that has passed since the conviction and/or completion of the sentence, and whether the conduct for which the applicant was convicted was job-related. Inquiries which MUST be avoided: Ask or check into a person’s arrest, court or conviction record if not substantially related to functions and responsibilities of the particular job in question.
9. Birthplace and Citizenship: Permissible inquiries: If U.S. citizenship is a legal requirement, inquiry about the citizenship of an applicant is permissible. Inquiries which MUST be avoided: Any inquiry which would indicated the birthplace of the applicant or any of the applicant’s relatives.
10. Military Service: Permissible inquiries: Type of education and experience gained as it relates to a particular job. Inquiries which MUST be avoided: Type of discharge.
11. Photographs: Permissible inquiries: Statements that a photo may be required after hire for purposes of identification. Inquiries which MUST be avoided: Any requirement or suggestion that a photograph be supplied before hiring.
12. Education: Permissible inquiries: Applicant’s academic, vocational or professional education, schools attended. Inquiries which MUST be avoided: Any inquiry which would indicate the nationality, racial, or religious affiliation of a school; years of attendance and dates of graduation.
13. Experience: Permissible inquiries: Applicant’s work experience, including names and addresses of previous employers, dates of employment, reasons for leaving, and salary history. Inquiries which MUST be avoided: Any inquiry regarding non-related work experience.
14. Financial Status: Permissible inquiries: If required for business necessity, questions concerning financial stability. Examples of agencies that make inquires into applicants’ financial status are the Kansas Highway Patrol, Kansas Bureau of Investigation , and the Kansas Lottery. Inquiries which MUST be avoided: If not required for business necessity, questions concerning financial stability.
15. Notice in Case of Emergency: Permissible inquiries: Name and address of person/s to be notified in case of accident or emergency may be requested after selection is made. Inquiries which MUST be avoided: Name and address of relative/s to be notified in case of accident or emergency.
16. Organization: Permissible inquiries: Inquiry into the organizations to which an applicant belongs and offices held relative to the applicant’s ability to perform the job sought. Inquiries which MUST be avoided: A list of all organizations to which the applicant belongs.
17. References: Permissible inquiries: Names and addresses of persons who will provide professional and/or character references for applicant. Inquiries which MUST be avoided: Requirement that a reference be supplied by a particular individual.
18. Relatives: Permissible inquiries: Names of applicant’s relatives already employed by the agency in which employment is sought for compliance with the nepotism policy. Inquiries which MUST be avoided: Names and addresses of applicant’s relatives who are not employed by the agency in which employment is sought.

ANY INQUIRY SHOULD BE AVOIDED WHICH, ALTHOUGH NOT SPECIFICALLY LISTED AMONG THE ABOVE, IS DESIGNED TO ELICIT INFORMATION WHICH IS NOT NEEDED TO CONSIDER AN APPLICANT FOR EMPLOYMENT

 (State of Kansas, Department of Administration)

 Division of Personnel Services

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* 1. Employee Appraisal, Based on Job Description

The director and /or the library board will use the following criteria in appraising employee performance:

1. Importance of Employee appraisal

Effective performance appraisals can increase productivity, strengthen employee-employer relations and can help employees reach their full potential.

1. Characteristics necessary in appraisals

Format and purpose should be easily understood by all.

Performance standards must be established in advance, work related and measurable.

Factors unrelated to job must be eliminated.

Communication must be promoted up and down organizational ladder.

Written evaluation forms used annually.

H. Changes in Positions

Promotional appointments shall be available to all employees who meet the required training and experience in the job description. Positions will be filled on the basis of merit. Positions may be filled from outside the organization. Positions will be posted and employees may file an application for a posted position.

 I. Resignation

As a professional courtesy, it would be appreciated if the director would give 30 days written notice of resignation. It would be appreciated if other employees would give a minimum of 14 days written notice.

1. Dismissal and Termination

The Library Board and/or the Director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. Use of alcohol or illegal drugs while at work, refusing to obey a direct order of a superior, willful damage of property, gross neglect of duty, continuous poor relations with peers or the public are some examples for dismissal with cause.

1. Absence Without Leave

An absence of an employee including an absence for a single day or part of a day without authorization and prior notice is an absence without pay and shall be cause for disciplinary action.

1. Grievance Procedure

A Grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made by the employee’s immediate supervisor to resolve any grievance through explanation and counseling before it becomes necessary to file a written form. If a grievance fails

to be resolved, the employee may, within 5 working days file a written appeal with the director or board. A grievance committee of three, comprised of the director (unless he/she is filling the complaint), a board member and a fellow employee, volunteer or other board member, shall meet to consider the situation. The committee will prepare a written report to be presented to the board. The board will make the final decision and a written report plus decision will be put in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship nor is there any contractual right to these procedures.

1. Confidentiality of Employee Personnel Records

All requests for information about current or former library employees should be referred to the director. The library will comply with right to privacy provisions and Kansas open record statutes which specify that only hire date, term of employment, position and verification of salary

within range can be disclosed. All requests for employment references must be referred to the director and must be submitted on official letterhead stationery by the requesting entity.

1. Staff Attitude and Conduct

The image of the Oskaloosa Library is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member is a public relation’s ambassador. As a service organization, employees of the library are expected to be courteous, cooperative and communicative when assisting the users or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive communication with the person or persons involved in the situation. If necessary, the immediate supervisor or director might assist in finding solutions to the problem.

The Library Board and/or the Director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. Use of alcohol or illegal drugs while at work, refusing to obey a direct order of a supervisor, willful damage of property, gross neglect of duty, continuous poor relations with peers or the public are some examples for dismissal with cause.

* + 1. Compensation

A. Authority

 It is the policy of the Oskaloosa Library to establish and maintain compensation schedules that are internally equitable, personally motivating and effectively administered. Libraries are expected to pay the current minimum wage of $7.25 per hour. The regional office of the U.S. Department of Labor, Wage and Hour Division, has stated that all units of local and state government, including libraries, are covered under the Fair Labor Standards Act.

 B. Compensatory Time

 Compensatory time may be given to non-exempt employees in lieu of monetary overtime for hours worked in excess of 40 in the work week at the rate of 1 & ½ hours for every hour worked over 40 in the work week. Compensatory time must be used within the following seven day period it was granted.

* + 1. Payroll Procedure

Employees are required to maintain accurate time records noting hours worked, vacation and sick leave time earned and taken.

* + 1. Mandatory Deductions (federal/state)

*The Library Board is aware that K.S.A. 12-16,102 gives authority to establish a library employee benefit fund. The Board must request the governing body of the municipality to levy for this fund which is separate from and in addition to the general library levy.*

1. Federal and state income tax withholding
2. FICA (Social Security) K.S.A. 40-2303 through 40-2307
3. Medicare for employees hired after March 31, 1986 who are not Under Social Security Public Law 99-272
4. Kansas Public Employment Retirement System (KPERS) An employee who works 1,000 hours or more(17.5 hours/week) and has been employed for one full year is eligible for KPERS if the employer is a member of KPERS
5. Worker’s Compensation is mandatory if the library’s payroll is over $10,000 K.S.A. 44-505
6. As of January 1, 1978, each library or municipality supporting a library has had to provide for the funding of unemployment benefits. K.S.A. 44-703-710e.
	* 1. Annual Leave
7. Terms of annual leave

Annual leave shall be earned beginning with the date of employment under the conditions hereinafter stated. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

Full-time employees will receive 5 days of vacation after their first year of employment, 10 days after 2 years, 15 days after 10 years, and 20 days after 20 years employment. All vacation time must be taken within the calendar year. Vacation time cannot be carried over from year to year, and accrued vacation time will not be paid if employee quits or is terminated.

* + 1. Personal leave

Full time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacitations, occurring either on or off the job. Leave is also granted upon request. Eight hours per month paid leave are allowed.

* + 1. Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) 29 U.S.C 2601-2654 went into effect on August 5, 1993. The act allows employees to take up to 12 weeks per 12 months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employees own illness.

1. Coverage

Libraries regardless of size, are covered as employers. If libraries receive money from the county, city or state, they are covered as employers.

1. An Eligible Employee

Has been employed for at least 12 months(need not be consecutive) and has been employed at least 1,250 hours of service during the 12 month period preceding the commencement of the leave and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

As a covered employer you must post in a prominent place a FMLA poster so that all employees are aware of the FMLA Act.

All eligible employees of the Oskaloosa Library are entitled to a total of 12 weeks of leave during any 12 month period for one or more of the following reasons: 1.) Birth of a child, 2.) placement of child for adoption, 3.) caring for a spouse, child or parent with a serious health condition or 4.) the serious health condition of the employee. A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The director or board may require an employee to provide a doctor’s certification of the serious health condition. In order for employees to be eligible for this benefit, they must have worked for Oskaloosa Library at least twelve (12) months and a minimum of 1250 hours in the last 12 months.

 Under the act, an employee can take the 12 weeks of leave intermittently for a serious health condition. (i.e. take a day periodically when needed or use the leave to reduce the work week or work day) resulting in a reduced work schedule. The employee and his/her supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

 If employees have accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. Oskaloosa Library may require the employee to use up all paid vacation or other paid leave before taking unpaid leave. However, employees will not be required to use sick leave, if any, for time off because of birth, adoption or foster placement.

When the employee plans to take leave under the act, the employee is required to give his/her supervisor 30 days notice or, if this is not possible, as much notice as is practical.

* + 1. Bereavement Leave

Employees suffering a death in the family will be granted up to 7 days leave with pay. This leave applies to the death of a spouse, child, or other relative residing in the employee’s household, parents and parents of spouse, grandparents, grandchildren, brothers, sisters, aunts, uncles, spouses of brothers and sisters of employee and spouse.

* + 1. Holidays

The following days shall be paid holidays for employees of the Oskaloosa Library:

 New Years Day January 1

 Martin L. King, Jr. Birthday 3rd Monday in January

 Presidents Day 3rd Monday in February

 Memorial Day Last Monday in May

 Independence Day July 4th

 Labor Day 1st Monday in September

 Veterans Day November 11th

 Thanksgiving Day 4th Thursday in November

 Friday after Thanksgiving

 Christmas Eve Day December 24th

 Christmas Day December 25th

From time to time and for certain special occasions, the Library Board may by motion designate other days as special holidays on a one time basis, such as when a holiday falls on a Saturday or Sunday, the following Monday will be declared a holiday.

* + 1. Military Leave

Employees called to military service in the Military Reserve or National Guard will receive the period of time on active duty up to 30 days with pay. A schedule of duty time with as much advance notice as possible should be given to the supervisor. An employee may choose one of the following options:

* + 1. Present military pay to the library and receive full pay from the organization.
		2. Use accumulated annual leave and retain military pay.
		3. Take leave without pay and retain the military pay.

An employee returning from military leave shall be entitled to restoration to the former position or position of like pay and responsibility. The employee must make application for reinstatement within 30 days after release from active duty. K.S.A. 73-73123

* + 1. Civil Leave.

An employee shall be given necessary time off with pay for the following:

1. Jury duty
2. Court appearances as a witness in answer to a subpoena or

as an expert witness when acting in an official capacity in connection with the library.

* + 1. Continuing Education

(Approved by Library Board in 1992)

* 1. General Statement of Purpose

The Board of Trustees of the Oskaloosa Public Library supports the continuing education policy of the Northeast Kansas Library System. Library staff, trustees, volunteers, and Friends are encouraged to participate in learning experiences that contribute directly or indirectly to improved library service to the users of the Oskaloosa Public Library.

* 1. Reimbursement for Staff

Library staff will be paid their regular salary while participating in continuing education. In addition, library staff shall be reimbursed for actual expenses while participating in continuing education.

* 1. Reimbursement for Friends, Volunteers, or Trustees

When the Board of Trustees request Friends, volunteers, or trustees to participate in continuing education, these participants shall be reimbursed for actual expenses incurred while participating.

* 1. Reward and Recognition

After the completion of each level as outlined in a continuing education plan for Kansas library personnel, the participating library staff will be recognized by the board of trustees. The type of recognition shall be specified at that time by the board of trustees.

* + 1. Acknowledgment of reading personnel Policy by Applicant

Before becoming an employee of the Oskaloosa Library, the applicant must sign a statement acknowledging that he or she has read the Personnel Policy. Avoid any statement that includes an agreement to abide by the policy as that might constitute a contract.

Personnel Policy Acknowledgment

Do not sign your name on this receipt until you have completely read and understood the contents of the personnel policy, and have satisfied yourself with any answers to any questions you may have concerning it.

I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Oskaloosa Library or myself. I understand that neither the personnel policy nor any other written or oral statements by Oskaloosa Library or its representatives are contracts of employment. No employee of Oskaloosa Library other than the director or board of trustees has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and no such agreement has been made.

I acknowledge that I have read, reviewed, and understand the contents of the Oskaloosa Library personnel policy.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date