

Effective Date:	Neillsville Public Library Standard Policies & Procedures SECTION 5: PERSONNEL AND ADMINISTRATIVE POLICY			
Page 1 of 4	Initiated by: (Library Board) Approved by: (Library Board)			
Date of Review & Initials				

The Neillsville Public Library is a member of the Wisconsin Valley Library System, whose headquarters is located in Wausau, WI.

The Neillsville Public Library employs a full time Library Director and seven (7) part-time employees.

Volunteers are welcome to assist with designated library duties, as appropriate, under the supervision of a designated library staff.

See Appendix D for job descriptions.

A: Library Director

The Library Director shall be responsible to the Library Board in matters pertaining to and concerning the library, be present at the monthly Board meetings and prepare and present such reports and meeting documents as required.

The Library Director shall maintain financial records in an efficient manner, and present periodic reports to the Library Board and to the municipal governing body.

Prepare the draft of the annual budget to be presented to the Library Board and assist Library Board members with presentation of the adopted request for appropriation to the municipal governing body.

The Library Director shall hold regular meetings with staff and/or volunteers for training and interpreting Board policy.

The Library Director will receive and review employee resignations as well as new hire applications and be actively involved in new hire interview process. Peer interviewing along with members of the Personnel Committee is strongly recommended. All potential new hires will be reviewed by the Personnel Committee before passing on to the Board for final approval. All employees will be subject to the City of Neillsville Employment Policy.

The Library Director will be responsible for preparing annual performance evaluations for library staff. See Appendix E, Performance Evaluation Forms.

The Library Director shall have the responsibility for collection development for all materials in the library. This includes selection, ordering, processing, weeding and inventory of the collections according to the guidelines in the policy.

The Library Director will recommend changes in or additions to library policies as needed to the Library Board.

The Library Director will perform preparatory work to assist the Board with regular library planning.

Policies are subject to the judgment of the Library Director under special circumstances.

B. All Employees of the Library

All library employees are subject to the municipal personnel policies and benefits.

Resignation Policy: The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of the notice and the time when employment ends, a final performance evaluation will be conducted. A two (2) week notice prior to leaving is expected.

If the employee is entitled to benefits (such as earned unused vacation) a lump sum payment can be made to the employee upon approval of municipal governing body.

Grievance Procedure. It is the intent of the Neillsville Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of their specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below. (See Appendix G for Grievance Form.)

Employee Grievance Procedures

Step 1:

An employee should give a written, signed Grievance Form (see Appendix G) to the Library Director and should attempt to resolve the matter at that level. The employee is expected to continue work as normal during this procedure. The form is available in the library office or policy manual for copy.

Step 2:

If the above resolution is not successful within ten (10) days, the employee and the Library Director shall take the written Grievance Form to the President of the

Library Board. The President shall meet with both individuals and attempt to facilitate resolution through discussion.

Step 3:

If the grievance has not been resolved to the satisfaction of both the employee and the Library Director, the Library Board President shall present the grievance to the Library Board Personnel Committee who shall hear the matter, discuss the problem and render a written decision with reasons, within ten (10) days of the regular or special Board meeting. The written decision will be presented to the full Board for a final decision.

Director Grievance Procedure

Step 1:

The Library Director should give a written, signed Grievance Form (see Appendix G) to the employee and should attempt to resolve the matter at that level.

Step 2:

If this is not satisfactory to both the Library Director and the employee within ten (10) days, the Library Director and employee shall take the written Grievance Form to the President of the Library Board. The President shall meet with both individuals and attempt to facilitate a resolution through discussion.

Step 3:

If the complaint has not been resolved to the satisfaction of both the Library Director and the employee, the Library Board's Personnel Committee shall hear the matter, discuss the problem and render a written decision, with reasons, within ten (10) days of the regular or special Board meeting. The written decision will be presented to the full Board for a final decision.

Patron Grievance Procedure:

Step 1:

The patron will be advised to seek out the Library Director to discuss any grievances that pertain to the library. The Library Director should attempt to resolve the matter at that level. If discussion is not successful, the Library Director will provide the patron with the grievance form. The form is available in the library office or policy manual for copy.

Step 2:

If the above resolution is not successful, the Library Director shall take the written Grievance Form to the President of the Library Board. The President or a designee shall meet with both individuals and attempt to facilitate resolution through discussion.

Step 3:

If the grievance has not been resolved to the satisfaction of both the patron and the Library Director, the Library President shall present the grievance to the Library Board Personnel Committee. They will hear the matter, discuss the problem and render a written decision with reasons, within ten (10) days of the regular or special Board meeting. The written decision will be presented to the full Board for a final decision. The patron will be invited to attend the Board meeting announcing the final decision on the grievance.

Equal Opportunity Employment Policy. It is the policy of the Neillsville Public Library to provide equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

Drug Free Workplace Policy. In compliance with the Drug Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while performing work for the Neillsville Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Library Director or Board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirement shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

There is ABSOLUTELY NO TOBACCO OR ALCOHOL USE ON THE LIBRARY PREMISES.

Sexual Harassment Policy. Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Statute 111.36(b)* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Neillsville Public Library.

The Neillsville Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.