The Oxford Public Library is an equal opportunity employer. This means that we do not illegally discriminate. Rather, we consider an individual’s qualifications, including their ability to perform and their actual performance in a given job. The Library does not unlawfully consider personal factors such as race, creed, color, national origin, ancestry, citizenship, veteran status, sex, sexual orientation, age, marital status, arrest record, conviction record, physical or mental disability, or any other protected classification in making hiring, promotion or other employment decisions.

Disability Accommodation
The Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

Hiring procedure
The Library will usually advertise in the local newspaper and on the State Library of Iowa’s Job List website.

The Library board is responsible for:
- Employment of the Library Director
- Reviewing and approving Library policies
- Approving the annual salary schedule, including adjustments for excellence
- Reviewing grievances
- Planning for the future of the library with community input

The Library Director is responsible for:
- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, City ordinance, rules and the policies of the City and the Board.
- Making reports and recommendations to all the Board and City officials
- Recruiting, selecting and assigning Library employees and volunteers
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees and volunteers
- Appointing or removing employees or volunteers
- Administering discipline
- Conducting the appropriate steps in the Grievance Procedure
- Recommending changes in policy as necessary
**Employment Status**

*Types of Employee Status*

Regular Full-Time - An employee will be considered full-time when they are employed for a normal workweek consisting of 37 hours or more.

Regular Part-Time - An employee will be considered part-time when they are employed for a normal workweek consisting of 20 hours or less.

Volunteer - A Library volunteer will abide by the policies and procedures of the Library as if they were a paid employee.

**Orientation Period**

All new employees will have an orientation period. The orientation period is intended to be the time used to train and observer the employee. The typical time will be six months although it may be more or less. The orientation period shall be regarded as part of the evaluation process. An employee may be terminated without the right of an appeal only if the reason is not unlawful. Any employee terminated within the orientation period will be given their termination notice in writing.

A written evaluation of the employee will be given at the end of the orientation period and will include recommendation of continued employment and increased compensation, if warranted.

**Employee Conduct**

Hours of work are scheduled to meet the requirements of the Library. Employees are to be at their places of duty ready for work at the time assigned and are to remain until relieved or the assignment completed. When an employee is unable to report to work on time, either the Director or Board president should be notified as far in advance as possible, and always before the time the employee is to report to work.

Regular employees will work their assigned number of hours within the Library's defined workweek. If an employee fails to work those hours he/she will account for the missing hour with an absence report.

Saturday Work: Saturday work is expected of all employees who are trained for work with the public and is considered part of a normal workweek.

**Meals**

An unpaid period of at least one-half hour, but not more than one hour is provided for a meal break during a normal eight-hour work day. Meal break length will be as mutually agreed by employee and supervisor.

**Rest Periods**

("Breaks"): One paid twenty-minute rest period is allowed in each four-hour shift. Rest periods may not be used to arrive late, extend a meal break, or leave early.
**Inclement Weather**
The Library has an obligation to maintain regular hours whenever possible, and employees and volunteers should report to work unless otherwise notified. When either the Director or his/her designate judges that weather conditions threaten the safety of the public or staff, the Library will close.

**Outside Activities/Outside Employment**
No regular employee may hold outside employment unless approved by the Director (or the Board, in case of the Director). Approval of outside employment may be reasonably withheld, depending upon the effect that such employment may have upon the efficiency of the employee, and if such employment is incompatible with the employee's Library position.

**Incompatible Activities**
Any employment, activity, or enterprise which involves the use for private gain of either the library's time, facilities, equipment, supplies, prestige, or the influence of Library office or employment.

**Political Activities**
This section shall not be construed to prohibit any employee or group of employees, individually or collectively, from expressing opinions and convictions, or making statements and comments concerning their wages or other conditions of their employment.
A person holding a Library position shall not, while performing official duties or while using Library equipment at the person's disposal by reason of the position, solicit in any manner, contributions for any political party or candidate or engage in any political activity during working hours that impairs the efficiency of the position or presence. A person shall not attempt to use any political endorsement in connection with any appointment to a Library position.
A person who in any manner supervises a person holding a Library position shall not directly or indirectly solicit the person supervised to contribute money, anything of value, or service to a candidate seeking election, or a political party or candidate's political committee.

**Gifts**
Gifts to Library employees are subject to the provisions of the Iowa Code Chapter 68B. Generally, employees shall not accept personal gifts offered to them because of their employment with the Library. Receiving or accepting money or other consideration by Library employees from anyone other than the library for performance of an act which the employee would be required or expected to render in the regular course of Library employment or as part of his/her duties as a Library employee is prohibited.
Workplace Violence

Purpose
Violence in any form, or the threat of violence, has no place in the City organization. It is the policy of the City that all employees and those who have contact with City staff have the right to be free from violence. It is the goal of the City to rid all work sites of violent behavior or the threat of such behavior. The prevention of violence, and the reporting and management of critical incidents are shared obligations of all employees and managers.

Policy
- Violence, or the threat of violence, by or against any employee of the City of Oxford or any other person is strictly prohibited and will subject the perpetrator to serious disciplinary action up to and including termination of employment, and possible criminal prosecution.
- Possession, use, or threat of use of dangerous weapons, including all firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking, unless such possession or use of a weapon is a necessary and approved requirement of the employee's City job. It is recognized that lawful possession of dangerous weapons by non-City employees at City work sites located on private property or the traveled portion of public streets cannot be prevented.
- Dangerous weapons are as defined in Section 702.7 of the Code of Iowa and include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Definition
For the purpose of this policy, violence is defined as:
1. The use of physical force with the intent to cause harm.
2. Acts of threats in any form or manner which are intended to intimidate or cause fear of harm, or could be construed by a reasonable person as doing so.
3. Sabotage - The intentional damage of City-owned or personal property, or acts intended to cause such property to fail to operate or to operate improperly; or, the movement or concealment of such property with the intent of interfering with the ability of the owner or authorized user to locate it. Not included are any actions taken in the legitimate exercise of responsibility or authority by a City employee.

Guidelines for Violent Incident Response.
In an emergency situation involving actual or potential violence, the first priority is to protect the safety and well-being of persons involved. Because each situation involves unique factors, the following guidelines are intended to provide general guidance. The key elements are safety, reporting, coordination, and control.
Hostile Work Environment

- Positive working relationships are essential to the teamwork that is necessary to ensure effective delivery of City services and the well-being of all employees. Employees are expected to conduct themselves in a professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors which tend to create a hostile work environment are prohibited. These include, but are not limited to, rudeness or discourtesy, malicious gossip, false allegations or providing false information about an employee, refusal to communicate including deliberate failure to share necessary job-related information, and avoidance or “shunning”.

- The primary focus of this policy is on patterns of behavior. Isolated or occasional incidents of conflict between employees will ordinarily be subject to sanction. This policy shall not be used to undermine supervisory authority. Good-faith exercise of supervisory authority including directives, evaluation, counseling, or imposition of discipline is expressly excluded from this policy.

- Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.

Housekeeping, Dress, Cleanliness and Telephone

All employees and volunteers are expected to maintain their work areas in a clean and safe condition, dependent on the type of job. In any job that requires meeting the public employees and volunteers are expected to wear neat and clean clothes. It shall be the responsibility of the Library Director to determine whether anything not mentioned in this policy is appropriate, this includes but is not limited to attire, appearance, hair or personal hygiene. Employees shall not unreasonably utilize the library phone for personal use. If a long distance personal phone call must be made, the Library must be reimbursed for the call.

Employee Development

Because continued education is vital to effective library service, the Library encourages its staff to seek additional training. Programs may include courses, seminars, workshops, demonstrations, assignment of reading matter, or other methods available to improve the effectiveness and broaden the knowledge of employees in the performance of their duties. Course fees, mileage, meals, lodging and staff time will be paid for by the Library, if needed and as approved in advance by the Board. Receipts will be required for reimbursement of expenses.

Performance Appraisal

A written performance appraisal shall be conducted annually for each regular employee covering the period from July 1 through June 30. Following the appraisal interview, the employee shall acknowledge receipt of a copy of his/her Performance Review Report Evaluation by signing the document. Signing the Performance Review Report does not express or imply that the employee agrees with the information contained in the report.
An employee is entitled to respond in writing to anything contained in his/her own Performance Review Report Evaluation. An employee's written response shall be included in his/her personnel file.

The Appraisal will take into account the employees' responsibilities and performance over the period and recommendation of any cost of living or merit pay will be made at that time.

**Resignation of employees**

A written letter of resignation is expected at least two weeks prior to the employee’s leaving.

**Retirement of employees**

Employees are expected to give as much notice as possible in writing to the Director of their intent to retire. Early retirement (before age 65) is possible under the Iowa Public Employees Retirement System.

**Disciplinary Policy**

**Purpose**

The purpose of this policy is to ensure the orderly and efficient operation of the Library by requiring employees to adhere to common standards of work conduct at all times.

**Policy**

An employee who fails to maintain proper standards of conduct as outlined in either this policy or departmental rules and regulations, shall be subject to disciplinary action up to and including discharge. Examples of transgressions that may result in disciplinary actions include but are not limited to: neglect of duties, disobedience of orders, willful misconduct, and failure to properly perform the duties of the employee's position.

**Just Cause**

Employee discipline shall in all cases be based on just cause and accompanied by a written notice of the specific acts or omissions upon which the discipline is based except as noted in the section on "Probationary Period".

**Progressive Discipline**

The purpose of progressive discipline is to provide the opportunity for an employee to correct his/her behavior by providing for more serious consequences in those situations where an employee chooses not to correct his/her behavior. Nothing in this chapter shall imply that the steps of progressively more serious discipline must be followed in order. The seriousness of each offense shall be judged on its own merits and discipline assigned accordingly.

**Pre-disciplinary Hearing**

If the Director (or Board, in the case of the Director) intends to suspend, demote or discharge a regular employee for cause, the employee shall be provided with a written notice of intent to
discipline. Such notice shall state the act or omission upon which the disciplinary action is based, and shall inform the employee of the date on which action is based, and shall inform the employee of the date and time of the employee's pre-disciplinary hearing. The employee shall be advised that he/she shall have the opportunity at the pre-disciplinary hearing to present reasons why the proposed discipline should not occur. The employee may request the presence of another person at the hearing. At the conclusion of the hearing, the employee will be informed if the proposed discipline will occur.

Forms of Action

Oral Reprimand
The supervisor shall issue an oral reprimand to put the employee on notice that his/her performance or conduct is substandard and advise the employee of the expected levels of conduct. A written record of the oral warning shall be made.
Continued substandard conduct or performance may warrant a higher degree of discipline.

Written Reprimand
In the case of a more serious offense or where an employee's performance or conduct has not improved as a result of one or more oral reprimands, the supervisor shall issue a written reprimand. This written record puts the employee on notice that his/her performance or conduct is unacceptable, and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Continued substandard conduct or performance may warrant a higher degree of discipline.

Discharge
After three written reprimands or with just cause the Director (or Board, in the case of the Director) may discharge an employee at any point in the disciplinary process.

Grievance

Purpose
The purpose of these grievance procedures is to assure fair and equitable treatment of all employees including supervisors and managers; to promote harmonious employer-employee relations; to establish a review procedure on matters for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin when necessary; to provide an orderly procedure to handle the review and resolution or disagreements by successively higher supervisory levels; and to provide that the resolution of disagreements be handled as quickly and as efficiently as possible.

Authority
The Director and/or Board of Trustees or designee shall have the authority to resolve grievances on behalf of the Library in those situations where the Board has partial or complete jurisdiction and for which an appeal procedure is not specifically provided by law or otherwise provided in these Policies and Procedures.
General Provision
Grievances may be initiated only by the affected employee. At any level in the review process, the employee may request the assistance of another person to prepare the employee's case. Whenever possible, grievances will be handled during the regularly scheduled work hours of the parties involved. For purposes of this section of the policy, working days will be Monday through Friday, excluding Library holidays. The employee and the employee's representative may use a reasonable amount of work time, as determined by the employee's Department Coordinator, to prepare and present the grievance. The parties to the grievance may extend the time limits specified in the grievance procedure by mutual agreement. Upon failure of the Library to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the grievance. The employee is assured freedom from reprisal from the Library or its representatives for using the grievance procedure. Records of grievance proceedings and supporting documentation will be maintained separately from the employee's personnel record.

Informal Grievance Procedure
An employee who has a grievance or complaint should first try to get it settled through a discussion with the immediate supervisor without undue delay. The employee and supervisor must jointly write a description of their resolution of the complaint; both staff members sign and date the agreement and both keep copies. If a resolution cannot be reached, the employee shall have the right to discuss it with the supervisor's immediate superior, if any. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. An informal appeal shall not be taken above the Library Director. Library employees and supervisors should attempt to solve complaints informally as quickly and efficiently as possible.

Formal Grievance Procedure
If the employee is not in agreement with the decision reached by the informal grievance procedure, or if an informal decision cannot be reached, a formal appeal shall be filed in writing within ten working days after the date when the employee has sought relief through all levels of the supervision including the Library Director. If a supervisor fails to uphold the conditions of the joint resolution described in the informal grievance procedure, the employee shall file an appeal in writing within ten working days after the date when the conditions of the resolution were broken.

Step One. The appeal shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing to the employee within five working days of receiving the appeal. If the employee does not agree with the supervisor's decision, or if no answer has been received within five working days, the employee may present the appeal in writing to the Director. Employees who report directly to the Director shall present the appeal in writing to the President of the board of Trustees, or in the President's absence, the Vice-President. Failure of the employee to take further action within five working days after receipt of the written decision of the supervisor, or within a total of ten working days if no decision is rendered will constitute an abandonment of the appeal.
**Step Two.** The Director shall render a decision and comments in writing to the employee within five working days of receiving the appeal. If the employee does not agree with the decision, or if no answer has been received within five working days, the employee may present the appeal in writing to the President of the Board of Trustees, or in the President's absence, the Vice-President. Failure of the employee to take further action within five working days after receipt of the decision, or within a total of ten working days if no decision is rendered, will constitute an abandonment of the appeal.

Appeals of Disciplinary Actions
Personnel decisions made by the Director may be appealed in writing to the Board of Trustees within seven days of the occurrence. The Director shall be informed of the appeal in writing. The Board of Trustees shall reply in writing within three days after their next regularly scheduled meeting. The employee appealing shall not be on the payroll during the period between the dismissal date and the appeal. If the appeal is upheld the employee shall be reinstated and compensated for any lost wages and benefits.

Discharge for Cause
Any non-probationary employee who has been discharged shall be entitled to receive a written statement of the reasons for such action. A written report shall also be made to the President of the Board of Trustees.

Medical Examinations
*Examination during Employment*
When in the judgment of the Director (or the Board, in the case of the Director), an employee's physical or mental condition is such that it is desirable to evaluate the employee's capacity to perform work-related duties; the Director may require the employee to undergo an examination at Library expense. The following procedure shall be followed:
1. The Library shall select a physician or health care provider to perform the examination, or upon request of the employee, the Library shall provide a list of three health care providers; the employee may select one provider to do the examination. Failure of the employee to notify the Library of a choice of provider within five working days after receipt of such list shall constitute a waiver of the right of selection.
2. The report of the examining health care provider shall be submitted to the Director (or the Board, in the case of the Director).
3. The results of the examination shall remain confidential. Only employees who need the information in order to make informed employment-related decisions shall have access to the information.

*Examination Following Absence*
Any employee who has been required to take prolonged or frequent leave due to illness or injury may be required to either submit a written release from the attending physician or to take an examination before returning to work. The Director shall determine if such a release or examination is required.
Criteria for Evaluating Physical/Mental Fitness
Regular employees examined under the provisions of this section shall be considered unfit if:
1. His/her physical or mental condition interferes with the performance of the employee's normal duties; or
2. His/her physical or mental condition makes the individual a hazard to fellow employees; or the duties of the work performed adversely affect the physical or mental health of the individual.

Access to Personnel Files

The Oxford Public Library maintains a personnel file for each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the City of Oxford and access to the information they contain is restricted. Generally only management personnel who have a legitimate reason to review information in a file are allowed to do so. Request for personnel records under public records laws are evaluated on a case-by-case basis pursuant to applicable law.

Salaries and Position Classifications

Wage and Salary Policy
The Library Board will determine the wage and salary ranges. Factors shall include but not be limited to:
- Education necessary to perform the job;
- Experience necessary to be able to fully perform all the duties at an acceptable performance level;
- Judgment and decision-making to perform the job;
- Job responsibility;
- Physical or mental effort necessary to perform the job;
- Hazards and/or working conditions in which the duties are performed;
- Supervision of other employees or volunteers;
- Years of experience;
- The City’s financial conditions; and
- Wages paid in other communities to similar positions.

Library Director Job Description

The Library Director is responsible for recommending to and carrying out the policies of the library as adopted by the Oxford Public Library Board of Trustees.

The Director shall recruit, hire and annually evaluate library staff and volunteers based upon well-defined job descriptions and expectations. The Director shall suggest improvements needed in salaries, working conditions and personnel policy.

The Director will manage day-to-day operation of the library including book selection and ordering. They will suggest and carry out plans for library services and continually refine library
services to meet the needs and interests of the community. They will report the library’s current progress and future needs to the board regularly. They will be familiar with library laws, including the local ordinance, and keep the Board informed of any changes. They will attend all Board meetings and prepare a written progress report providing information as needed to the Board.

The Director will prepare and submit to the library Board a budget request based on present and anticipated needs. They will maintain complete and accurate records of finances and expend funds based on the approved budget. They will advocate for the library and work to secure adequate funds to carry out the library’s services. They will attend city council and/or county supervisor meetings, as well as attend continuing education opportunities and participate in professional organizations, as they are able to.

Salary of the Director is $10.33 per hour. The director will work 2:00 to 6:00 p.m. Fridays and additional hours as needed up to 36 hours annually. Paychecks are approved the second Tuesday of each month and employees are paid monthly. The Director’s membership in the state library association is paid. IPERS is paid by the library budget.

There is a six month probationary period for all new employees. See the library personnel policy for details.

The successful candidate must have a high school degree or GED. Public library experience is desired. The Director must attend and complete the Iowa Certification Program for Public Librarians provided by the State of Iowa within two years of hiring.

Continuing education is encouraged, and all course fees, mileage, meals, lodging and staff time will be paid for by the Library, if needed, and as approved in advance by the Board. Receipts will be required for reimbursement of expenses.