



Personnel Policy

Section: Personnel

Approved: 8/1/1988

Reviewed: 4/19/2001

Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018, 1/20/2022, 4/18/2024

The Library Personnel Policy functions with the [City of Ames \(COA\) Employee Handbook](#) and related policies to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

Variations from COA Policy

According to the Municipal Code of Ames, The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. The Human Resources Department functions as a consultant to the Library Director and Board of Trustees in personnel matters. Because final authority lies with the Library Director and Board of Trustees, this language replaces wording such as “City Manager” as appropriate.

References to Civil Service, collective bargaining agreements, unions, utility/police/fire retirement, and other specialized City of Ames designations are not applicable to Library employees.

The following Sections and Subsections each replace the corresponding Section or Subsection of the City of Ames Employee Handbook.

Adoption and Policy Amendment

Library policy amendments will become effective upon consideration and adoption by the Board of Trustees, Ames Public Library. Changes in “City of Ames Employee Handbook” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

Glossary

Immediate Family – See Family Sick Leave for specific definitions.

Performance Evaluation and Improvement Policy

6. Employee Receipt and Response

Additionally, a copy of the employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.

Holidays

1. The following shall be holidays for regular employees of Ames Public Library:

New Year's Day
President's Day (floating)
Memorial Day
Independence Day
Labor Day
Veterans' Day (floating)
Thanksgiving Day
The Friday following Thanksgiving Day
Christmas Eve Day
Christmas Day

When the library remains open or holds staff training on a date that City Hall observes a holiday, regular library employees will be granted an equal number of "floating" hours off within the same fiscal year as agreed upon with their supervisor.

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve; however, employees do not receive paid holiday time for these hours.

Annual Vacation Leave

All regular Library employees classified as exempt from the provisions of the Fair Labor Standards Act shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days during the first year of service (months 1 through 12).
Fifteen days per year through the fourteenth year of service (months 13 through 168).
Twenty days per year after completing fourteen years (months 169 through 276).
Twenty-five days per year after completing twenty-three years (months 277 and on).

All regular Library employees classified as non-exempt shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days per year for the first seven years of service (months 1 through 84).
Fifteen days per year through the fourteenth year of service (months 85 through 168).
Twenty days per year after completing fourteen years (months 169 through 276).
Twenty-five days per year after completing twenty-three years (months 277 and on).

These charts replace the Vacation Leave chart :

Chart (Exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
through 12	6 hours & 40 minutes	15 days	120
13 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Chart (Non-exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
1 through 84	6 hours & 40 minutes	15 days	120
85 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Sickness Occurring During Vacation Period

Once the vacation period has commenced, approved vacation leave cannot be converted to sick leave.

Employee Sick Leave

This line replaces the last sentence:

Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one quarter (1/4) of an hour.

Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to care for a member of their immediate family who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave shall be subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

For the purpose of Family Sick Leave, immediate family is defined as spouse or domestic partner of the employee; child, step-child, or foster child; parent, step-parent, parent-in-law, or grandparent; sibling; others whose permanent home is that of the employee; and any other person who, by unique relationship, maintains a family role similar to a relative as stated above. It is the responsibility of the employee to provide documentation to support why paid sick leave should be granted for these unique relationships.

Emergency Leave

Leave of up to three (3) days with pay shall be granted in the event of death or serious illness in the family. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of “family” in the event of death includes those listed for Family Sick Leave and these additional relatives: aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sibling-in-law, step-sibling, and grandchild.

Hours of Service

The Library’s work week begins Sunday at 12:01 a.m. and concludes each Saturday at 12:00 midnight. Hours of work are scheduled to meet the requirements of the Library.

Work Breaks

Employees may take a paid rest break of up to 20 minutes for each four hours worked. Breaks cannot be taken to shorten a shift or to extend a lunch period. Employees shall take an unpaid lunch period of at least one-half hour but not more than one hour during an eight-hour work day. A lunch period may be required during a six-hour shift. Lunch periods and breaks shall be taken at times and for such periods as determined by the supervisor or Library Director.

Days Off

Whenever possible, employees will not be scheduled for more than seven consecutive days.

Overtime/Compensatory Time

1. Non-exempt Personnel

Part-time employees who are asked to work more than their scheduled hours will be paid at their regular rate for all time worked up to 40 hours per work week. With permission from the Director in advance, compensatory time may be granted in lieu of pay.

3. Work on Scheduled Days Off

Non-exempt employees who are required to work on scheduled days off or on holidays shall receive regular compensation for all time worked under the 40-hour/week limit.

4. Accrual and Use of Compensatory Time

Non-exempt employees who have accrued compensatory time off are strongly encouraged to utilize this time as quickly as possible. The Director may at any time elect to pay accrued compensatory time in cash.

Inclement Weather

1. Closed or Curtailed Operations

If the Library must close due to inclement weather, regular staff scheduled to work during those hours will not have a reduction in salary. Temporary staff members will be paid for the hours they were scheduled.

Employee Personnel Files

5. Certain elements of Library employee personnel files (including application, position description at time of hire, written reprimands, and performance evaluations) are maintained by Ames Public Library administration. The Library Director has authority over the contents of and access to these files.

Confidentiality of Library Records

Failure to uphold the principles of Ames Public Library's [Confidentiality and Library User Records Policy](#) may be considered just cause for dismissal.