



# 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

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The Library Personnel Policy functions with the [City of Ames \(COA\) Personnel Policy](#) 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 numbered Sections and Subsections each replace the corresponding numbered Section or Subsection of the City of Ames Personnel Policy. New Sections and Subsections are indicated as such.

### 1.4 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 Personnel Policies and Procedures” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

### 2.3 Definition of Terms

Immediate Family – See Section 10.6 Family Sick Leave and Section 10.9 Funeral Leave for specific definitions.

### 8.2 (Performance Evaluation) Procedure

#### 6. Employee Receipt and Response

*This line replaces the last sentence:*

The employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.

### 10.3 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.

### 10.4 Annual Vacation Leave

1. Amount

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).

3. Accrual

*These charts replace Charts 10.4(1) and (2):*

Chart 10.4 (1) - (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 10.4 (2) - (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

4. When Taken

*This line replaces the last sentence:*

Vacation leave shall be granted in units of one-tenth (1/10) hour.

8. Sickness Occurring During Vacation Period

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

10.5 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-tenth (1/10) hour.

10.6 Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to provide primary care for a member of his/her 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.

10.9 Emergency Leave shall be replaced with a Section entitled “10.9 Funeral Leave.”

Leave of up to three (3) days with pay shall be granted in the event of death 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.

11.1 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.

11.6 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.

11.7 Days Off

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

11.9 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.

In the event any non-exempt employee is required to work more than 40 hours in a work week, hours in excess of 40 shall be compensated in either cash overtime or compensatory overtime at one and one-half times the regular hourly rate as required by the Fair Labor Standards Act. Paid leaves such as vacation, holiday, or sick leave are not considered hours worked under FLSA.

If a full-time employee is released from duty and is thereafter called back to work, the employee will be compensated at the overtime rate as provided herein. A minimum of one hour at the overtime rate shall be paid for such time worked.

With the exception of emergencies, extra hours worked must be approved in advance by a supervisor.

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.

11.10 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.

12.4 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.

17.8 Employee Service Awards

In addition to the City of Ames program, Ames Public Library recognizes hourly employees based on their years of service at the Library. Each employee who has completed five years (or an increment of five years) of service at the Library by March 31 is recognized. The Award will be equal in value to the City Service Award for salaried employees. Funds for these awards shall be paid through payroll from the budgeted funds of the Library.

20.19 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.