

**Ames Public Library Board of Trustees**  
**Agenda – January 20, 2022**  
**Rotary Room, 515 Douglas Avenue**

**Call to Order** 7:00 p.m.

**Consent Agenda (Action Item)**

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting December 16, 2021
- 3) Motion approving payment of claims 12/1/21 – 12/31/21

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time.  
(Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

**Activity Reports**

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Kluesner/Myers
- 7) Budget & Finance Committee – Myers

**Policy Review**

- 8) Bylaws, Board of Trustees (Action)
- 9) Personnel Policy – Variations for City of Ames Policy (Action)
- 10) City of Ames Appendix T (Action)
- 11) Conduct in the Library (Discussion)
- 12) Art Collection (Discussion)
- 13) Volunteer Services (Discussion)

**Unfinished Business**

- 14) Service Offerings (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, February 17, 2022**

**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespulibrary.org](http://www.amespulibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

## **Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
January 20, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

- 1) John & Kathryn Miller in memory of Fred Brown.....\$50.00
- 2) Robert & Brenda Brown in memory of Fred Brown.....\$50.00
- 3) Donna Kienzler .....\$250.00

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Sandra Marcu, President

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Charles Glatz, Secretary

**Ames Public Library Board of Trustees**  
**Minutes of the Regular Meeting**  
**December 16, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 16, 2021, in the Rotary Room with Christy, Glatz, Johnson, Kluesner, Marcu, Myers (7:05 pm) and Thorbs-Weber in attendance. Barchman and Reynolds were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

**Call to Order:** President Marcu called the meeting to order at 7:02 p.m.

**Consent Agenda:**

**Moved by Johnson, seconded by Thorbs-Weber, to approve the consent agenda as follows:**

1. Resolution approving donations from:
  - a) Mary Louise Wheeler in memory of Phyllis Harris.....\$10.00
  - b) Percival Scientific Inc in memory of Steven Hayes .....50.00
  - c) Carol Wright.....100.00
2. Motion approving minutes of the regular meeting November 18, 2021
3. Motion approving payment of claims 11/1/21 – 11/30/21

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused). Approved unanimously. Resolution No. 2021-L031 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth gave a report to the Board.

- The City is progressing with the FY23 budget process. The City Manager will be meeting with department heads to review final Capital Improvement Projects and budget requests. The Library's meeting is January 7. Council presentations will be February 1-3.
- Rollins replaced Martin on the City Council.
- The Council will have a goal setting session on January 22 at 8:30 a.m. at the Homewood Golf Course clubhouse.
- The climate action planning process continues. A workshop with Council will be held Tuesday, December 21 at 6 p.m. That session will be about setting an emissions reduction target.
- Because of storm yesterday, the City did open the Incident Command Center (ICC) to monitor the storm. No major outages were reported across the city. The Board asked if the City has designated shelters, which they do not. Thorbs-Weber asked Schildroth to communicate the need to the Council for the citizens to be prepared prior to a disaster instead of in response to one and ask that they have that conversation.

- Thorbs-Weber asked why there will not be any Security Resource Officer's at Ames High next year. Schildroth stated the agreement has been in place between the City and Ames High School since 1995. It is an annual contract that the Ames School Board decided not to continue.

Administrative Staff Report: Schofer gave a report to the Board.

- With the storm yesterday, it was decided early on to cancel the bookmobile and evening programs. After watching other libraries and schools and conversations with Marcu, it was decided to close the library at 3:00 p.m. This allowed the powering down of key systems like the elevators and some servers to protect them and also allowed staff to be able to get home safely.
- The new doors were installed. A patron with a double wide stroller came in and didn't have to maneuver to get through the doors. We have received other comments about the ease of use and how heavy the previous doors were. It was also great to not have them caught in the wind yesterday.
- Schofer shared the possibility of a window repair project with leaks in the Adult Services area during the budget process.
- The new Council Person Rollins, City Manager Schainker, and Mayor Haila toured the library yesterday. They commented on how well the building is maintained.
- The Library is currently interviewing for one Adult Librarian and one Youth Librarian. Three Library Clerk positions are being finalized, two of which are internal promotions. Several Library Aides will be hired soon; that posting is open.
- Schofer attended an Iowa Urban Public Library Association (IUPLA) meeting last Friday. They meet quarterly and discuss best practices and issues within the libraries.
- Conversation circles are starting again next month. The focus of this group is to help English language learners gain confidence and fluency in a comfortable and fun setting.
- The Teen Advisory Group is leading a Dr. Martin Luther King Jr. Day of Service. They will be collecting toiletries and helping volunteers pack the items into kits for the Bridge Home.
- The Library will also be working with several community partners including the Ames Branch of The NAACP, Ames Human Relations Commission, Ames Community School District, and Iowa State University Library for an Ames/Story County Community MLK Day Celebration.
- In celebration of Iowa's 175<sup>th</sup> anniversary of Statehood there will be a program on Monday, January 24 with Dr. Bremer presenting.
- Director Schofer will be out of the office the next two weeks; Managers will be available in her absence.

APLFF Report: Myers gave a report to the Board. Kluesner was not able to attend.

- Seeman from Houston & Seeman accounting firm did an annual audit. Everything is in good standing.

- The Nominating committee has one person interested in joining the Board; they do need another person to maintain an odd number.
- The Development Director position remains vacant. The posting was revised and will be advertised.
- The holiday mailing was sent out and have started to receive donations.
- Literary Ground sales are going well.

**Board Education:** Schofer discussed board recruitment. This is the recruiting periods for boards and commissions. Barchman and Glatz will be leaving, Marcu is eligible for reappointment. Applications are available on the City of Ames webpage. Mayor Haila will make appointments. Schofer discussed gender diversity, ethnic diversity, and culture diversity. The Board discussed using social media and other sources to promote all board and commission openings. Applications are due the first week in February.

**Policy Review:**

Donations Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the legal department. Changes included replacing the word “will” to “must” in the third paragraph under the “Works of Art and Other Personal Property of Value” section and correcting spacing errors.

**Moved by Myers, seconded by Johnson, to approve the Donations Policy as presented.**

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused). Approved unanimously. Resolution No. 2021-L032 adopted.**

Bylaws, Board of Trustees: Marcu introduced the policy. Glatz suggested appointing a sub committee to review the Bylaws. Marcu asked the Board to review the Bylaws independently and respond to her with any recommended changes by January 6. The policy will be brought back next month with any recommended changes.

Personnel Policy: Schofer introduced the Personnel policy. The Board reviewed and discussed the policy. The policy will be reviewed by managers and brought back next month with any recommended changes.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Coffee is now available in Literary Grounds, storytimes are being held in the Story Time room, and they have been having more teen hours in the teen space. Staff are discussing additional bookmobile stops. The Studio space remains closed. Masks and hand sanitizer are still available; plexiglass is still in place.

**New Business:**

Dell Computer quote: Schofer introduced the quote. Staff computers are seven years old and need to be replaced.

**Moved by Glatz, seconded by Myers, to approve the quote from Dell Technologies for the purchase of new staff computers using depreciation funds in the amount of \$38,716.65.**

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused). Approved unanimously. Resolution No. 2021-L033 adopted.**

Conference Technologies quote: Schofer introduced the quote. Updating equipment in the auditorium will better support audio-visual needs and ongoing virtual and hybrid programming.

**Moved by Glatz, seconded by Christy, to approve the quote from Conference Technologies for the purchase and installation of auditorium projector upgrades in the amount of \$29,161.94 and the additional four-year service agreement in the amount of \$4,855.59 for a total of \$34,017.53 using depreciation funds.**

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused). Approved unanimously. Resolution No. 2021-L034 adopted.**

**Trustee Comments:**

- Myers – happy how everything has been going at the library and appreciates everyone's hard work.
- Thorbs-Weber - happy holidays
- Kluesner – thanked Marcu for leading
- Johnson – it was good meeting with good discussion. Enjoy the holidays
- Christy – no comments
- Glatz – compliments to Johannes for coding the IUPLA comparison statistics. Compliments on all the programming during the pandemic. Glatz taught Science in Mississippi over Thanksgiving and used the STEM videos and supporting materials for teaching.
- Marcu - happy holidays, see you next year

**Adjournment:**

**Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:38 p.m.  
Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused).  
Approved unanimously.**

The next regular meeting will be on Thursday, January 20, 2022, at 7:00 p.m. in the Rotary Room.

**Library Claims**  
**December 1 - December 31, 2021**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	124.00
PAYROLL SUMMARY	TIME AND 1/2	\$	654.88
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	653.76
PAYROLL SUMMARY	FICA	\$	2,795.30
PAYROLL SUMMARY	IPERS	\$	4,318.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	144.00
NOVEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	1.17
OCT 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	493.60
OCT 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
WANG, JINGTAO	OUTSIDE PROFESSIONAL SVCS	\$	70.00
NOVEMBER POSTAGE	POSTAGE/FREIGHT	\$	2.49
BANK OF AMERICA	TRAVEL/MEETINGS	\$	56.25
BANK OF AMERICA	CONFERENCES	\$	714.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	240.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	160.00
AMES TRIBUNE	ADVERTISING	\$	500.00
ONESOURCE	RECRUITING COSTS	\$	45.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,185.65
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	275.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.62
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	360.86
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	3,195.94
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	277.51
FITZ ELECTRIC	EQUIPMENT REPAIRS	\$	65.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	390.00
OCLC INC	TECHNOLOGY MAINT/SUPPORT	\$	4,137.51
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	10,000.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$	2,706.33
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	361.87
XEROX CORPORATION	RENTALS/LEASES	\$	88.21
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
BANK OF AMERICA	LICENSES/PERMITS	\$	693.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	9,762.41
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	66.48
DEMCO INC	OFFICE SUPPLIES	\$	95.61
QUILL CORP	OFFICE SUPPLIES	\$	314.95

**Library Claims**  
**December 1 - December 31, 2021**

STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	10.54
BANK OF AMERICA	OFFICE SUPPLIES	\$	227.07
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	827.28
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	147.46
BANK OF AMERICA	STRUCTURAL MATERIAL	\$	606.35
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	255.54
BANK OF AMERICA	CLEANING SUPPLIES	\$	28.59

**Total Administration**      \$ **109,920.50**

**Resource Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	371.14
PAYROLL SUMMARY	FICA	\$	1,586.94
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
BANK OF AMERICA	CONFERENCES	\$	330.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	110.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	974.65
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	8.75
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	210.51
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	92.89
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	6,101.96
GALE GROUP	ELECTRONIC COLLECTION	\$	4,869.38
OVERDRIVE	ELECTRONIC COLLECTION	\$	6,822.97
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,210.00
AMAZON	SPECIAL PJCT COLLECTIONS	\$	38.05
USA TODAY	PERIODICALS	\$	255.15
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,823.38
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,548.77
AMAZON	YOUTH COLLECTION	\$	663.52
MIDWEST TAPE	YOUTH COLLECTION	\$	1,477.39
BANK OF AMERICA	YOUTH COLLECTION	\$	90.84
PENWORTHY COMPANY	YOUTH COLLECTION	\$	207.56
CAVENDISH SQUARE	YOUTH COLLECTION	\$	195.54
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	56.99
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	767.10
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	24.74
AMAZON	AUDIO-VISUAL COLLECTION	\$	120.89
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	4,481.74
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	8,454.26
OMNIGRAPHICS INC	ADULT PRINT COLLECTION	\$	385.20
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,185.77
AMAZON	ADULT PRINT COLLECTION	\$	986.65
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	23.93

**Library Claims**  
**December 1 - December 31, 2021**

J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$	175.00
ACCOUNTING RESEARCH & ANA	ADULT PRINT COLLECTION	\$	430.00
ROEPKE, HEIDI	REFUNDS	\$	14.89
<b>Total Resource Services</b>		\$	<b>84,247.88</b>

**Youth Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	36,339.30
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,101.11
PAYROLL SUMMARY	DENTAL INSURANCE	\$	389.42
PAYROLL SUMMARY	IPERS DISABILITY	\$	137.07
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,882.78
PAYROLL SUMMARY	MEDICARE FICA	\$	515.21
PAYROLL SUMMARY	FICA	\$	2,202.97
PAYROLL SUMMARY	IPERS	\$	3,473.95
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.30
NOVEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.32
BANK OF AMERICA	CONFERENCES	\$	330.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	278.00
BANK OF AMERICA	RECRUITING COSTS	\$	162.00
NOV 2021 PRINTING CHRG'S	RECRUITING COSTS	\$	6.37
BANK OF AMERICA	FOOD	\$	15.40
<b>Total Youth Services</b>		\$	<b>50,966.00</b>

**Adult Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	31,385.80
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,161.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	109.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	467.04
PAYROLL SUMMARY	FICA	\$	1,997.10
PAYROLL SUMMARY	IPERS	\$	2,962.83
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	57.65
NOVEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	10.51
NOVEMBER POSTAGE	POSTAGE/FREIGHT	\$	5.94
BANK OF AMERICA	CONFERENCES	\$	940.00
BANK OF AMERICA	RECRUITING COSTS	\$	558.40
MINASIAN, ALEXA	RECRUITING COSTS	\$	66.59
NOV 2021 PRINTING CHRG'S	RECRUITING COSTS	\$	6.38
BANK OF AMERICA	OFFICE SUPPLIES	\$	62.65
<b>Total Adult Services</b>		\$	<b>42,332.30</b>

**Customer Account Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,031.35
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	11,900.61
PAYROLL SUMMARY	HOLIDAY PAY	\$	249.60
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	43.90
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	(43.90)

**Library Claims**  
**December 1 - December 31, 2021**

PAYROLL SUMMARY	VACATION	\$ 852.80
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 190.06
PAYROLL SUMMARY	LIFE INSURANCE	\$ 86.65
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 782.42
PAYROLL SUMMARY	FICA	\$ 3,345.59
PAYROLL SUMMARY	IPERS	\$ 5,192.93
HANNON, BALEIGH	IPERS	\$ (65.90)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 143.22
NOVEMBER LONG DISTANCE	CITY LONG DISTANCE	\$ 11.43
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 87.20
CITY OF FLAGSTAFF	OUTSIDE PROFESSIONAL SVCS	\$ 29.00
NOVEMBER POSTAGE	POSTAGE/FREIGHT	\$ 624.37
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 8.85
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 4.42
FLAMING, BILLIE	TRAVEL/MEETINGS	\$ 17.92
BANK OF AMERICA	CONFERENCES	\$ 330.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 228.00
BANK OF AMERICA	RECRUITING COSTS	\$ 4.99
NOV 2021 PRINTING CHRGS	RECRUITING COSTS	\$ 10.50
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 19.70

<b>Total Customer Account Services</b>	<b>\$ 72,632.45</b>
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<b>Total:</b>	<b>\$ 360,099.13</b>
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Sandra Marcu, President	Charles Glatz, Secretary	Date

2021/22 Ames Public Library Expenditure Summary					
December, 2021					
6 months = 50%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
Personnel Services:					
Salaries	\$ 2,152,942	\$ 2,371,445	\$ 1,133,923	\$ 1,237,522	
Temporary Salaries	172,860	188,236	83,077	105,159	
Time & 1/2	5,655	-	655	(655)	
Longevity	5,553	5,388	2,925	2,463	
Payroll Adjustment	-	50	-	50	
Employee Awards	908	400	-	400	
Merit Adjustment	-	46,542	2,819	43,723	
Comp Time	-	-	51	(51)	
Sick Leave	5,503	-	8,092	(8,092)	
Holiday	154	-	719	(719)	
Vacation	15,394	-	20,448	(20,448)	
Total Personnel Services	2,358,969	2,612,061	1,252,709	1,359,352	48.0%
Employee Benefits:					
Temp Salaries Benefits	-	34,052	-	34,052	
Dental Insurance	17,573	22,801	9,167	13,634	
IPERS Disability	10,050	11,415	4,455	6,960	
Life Insurance	4,396	4,886	2,070	2,816	
Health Insurance	302,093	429,972	158,594	271,378	
FICA Medicare	33,200	33,379	17,696	15,683	
FICA	141,956	141,661	75,664	65,997	
IPERS	220,020	224,373	114,776	109,597	
Workers Compensation	5,033	3,895	2,718	1,177	
Total Employee Benefits	734,321	906,434	385,139	521,295	42.5%
Internal Services:					
City Data Services	10,601	10,601	-	10,601	
City Messenger	6,761	7,138	-	7,138	
Pool Vehicle Usage	-	-	-	-	
Printing	758	1,150	1,431	(281)	
Insurance & Bonds	22,166	27,248	-	27,248	
Phone Operation/Maintenance	18,786	18,786	-	18,786	
Long Distance	270	420	119	301	
Fleet Operating/Maintenance	7,896	9,898	2,041	7,857	
Fleet Replacement	26,628	26,628	8,876	17,752	
Computer Replacement	12,372	38,000	-	38,000	
Total Internal Services	106,238	139,869	12,467	127,402	8.9%
Contractual:					
Outside Professional Services	2,355	13,700	1,474	12,226	
Flex Administration	-	-	-	-	
Postage/Freight	5,439	8,290	3,663	4,627	
Travel/Meetings	35	1,000	349	651	
Training	4,852	4,450	545	3,905	
Conferences	2,124	33,623	3,624	29,999	
Dues & Memberships	39,654	43,038	37,863	5,175	
Printing	418	250	230	20	
Advertising	869	2,193	1,599	594	
Recruiting Costs	7,530	1,750	8,038	(6,288)	
Electricity	75,359	85,000	35,198	49,802	
Phone Operation/Maintenance	17,241	17,844	7,491	10,353	
Long Distance	-	-	-	-	
Water/Sewer	3,781	5,750	1,941	3,809	
Waste Disposal	3,855	2,792	1,147	1,645	
Natural Gas	7,596	9,000	3,604	5,396	
Maintenance Contract	39,193	39,861	33,156	6,705	
Structural Repair	9,688	5,000	400	4,600	

2021/22 Ames Public Library Expenditure Summary					
December, 2021					
6 months = 50%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
Equipment Repair	13,565	9,500	6,726	2,774	
Fixed Equipment Repair	-	-	-	-	
Computer Maintenance	120,656	119,259	84,758	34,501	
Rentals & Leases	16,682	16,443	6,376	10,067	
Other Non-City Services	55,412	109,312	28,937	80,375	
Total Contractual	428,378	529,998	267,249	262,749	50.4%
Commodities:					
Office Supplies	15,691	17,525	8,047	9,478	
Minor Office Equipment	1,332	2,750	81	2,669	
Minor Computer Equipment	19,251	15,000	7,500	7,500	
Ag-Hort Supplies	522	100	-	100	
Structural Materials	45	500	606	(106)	
Cleaning Supplies	4,842	8,500	3,265	5,235	
Equipment Parts/Supplies	33,076	38,500	12,680	25,820	
Minor Equipment & Tools	2,201	2,500	419	2,081	
Food	1,742	4,520	2,389	2,131	
Special Project Supplies	839	3,450	773	2,677	
Total Commodities	79,542	93,345	35,761	57,585	38.3%
Collection:					
Electronic Collection/Licenses	228,828	196,007	139,907	56,100	71.4%
Special Project Collections	-	2,000	277	1,723	13.8%
Periodicals	18,049	20,477	14,957	5,520	73.0%
Youth	100,463	121,000	48,661	72,339	40.2%
Audio Visual	76,333	84,500	34,589	49,911	40.9%
Adult Print Collection	138,814	137,700	56,509	81,191	41.0%
Total Collection	562,487	561,684	294,901	266,783	52.5%
Other:					
Coronavirus Response (2617)	-	-	-	-	
Refunds	1,092	700	312	388	
Total Other	1,092	700	312	388	44.6%
Capital over 5,000:					
Buildings / Structures	-	101,228	84,132	17,096	
Total Capital over 5,000	-	101,228	84,132	17,096	
Total	\$ 4,271,026	\$ 4,945,319	\$ 2,332,669	\$ 2,612,650	47.2%
	-	-	-	-	
					% of
					Grand Total
Totals by Division:					
Administration	\$ 1,228,990	\$ 1,415,295	\$ 658,337	\$ 756,958	28.22%
Resource Services	1,058,459	1,088,376	565,621	522,755	24.25%
Youth Services	669,013	769,798	349,881	419,917	15.00%
Adult Services	452,053	607,090	266,682	340,408	11.43%
Customer Account Services	862,511	1,001,160	445,645	555,515	19.10%
Coronavirus Response	-	63,600	46,504	17,096	1.99%
Main Entrance Improvement	-	-	-	-	0.00%
Grand Total	\$ 4,271,026	\$ 4,945,319	\$ 2,332,669	\$ 2,612,650	100.00%

2021/22 Ames Public Library General Fund Expenditure Comparisons

December, 2021

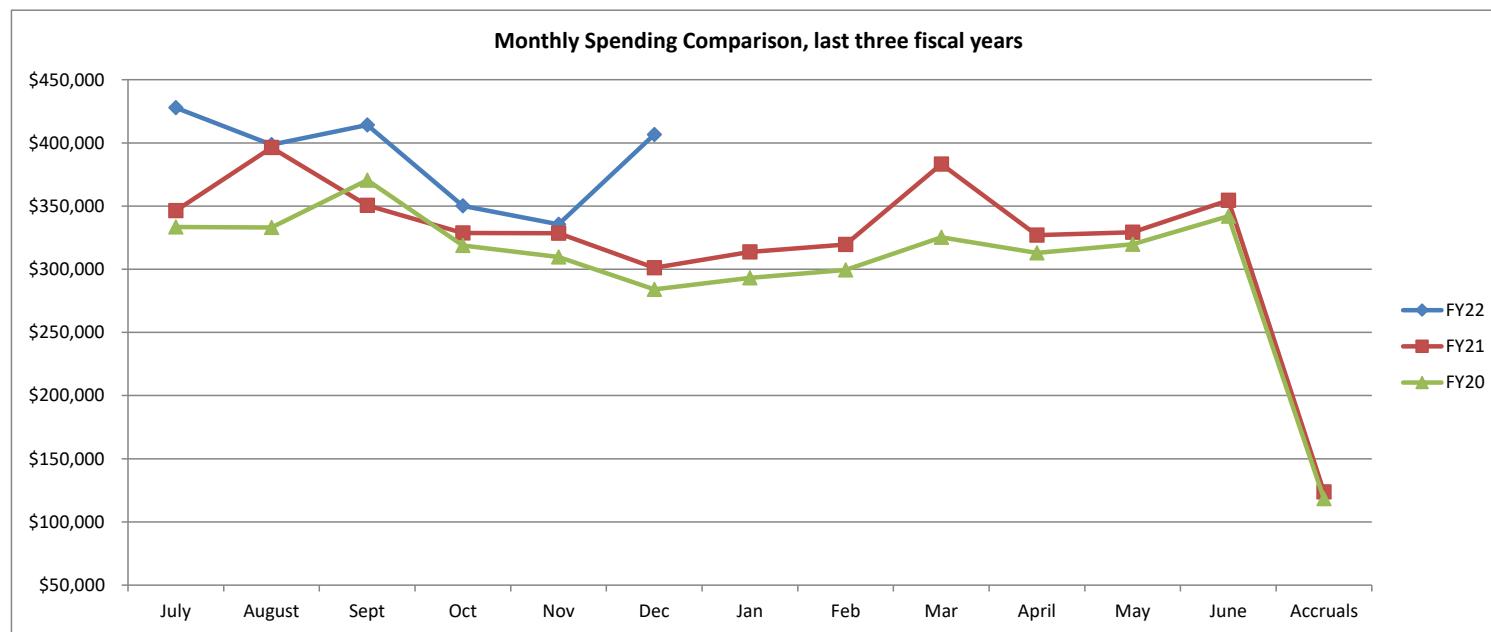
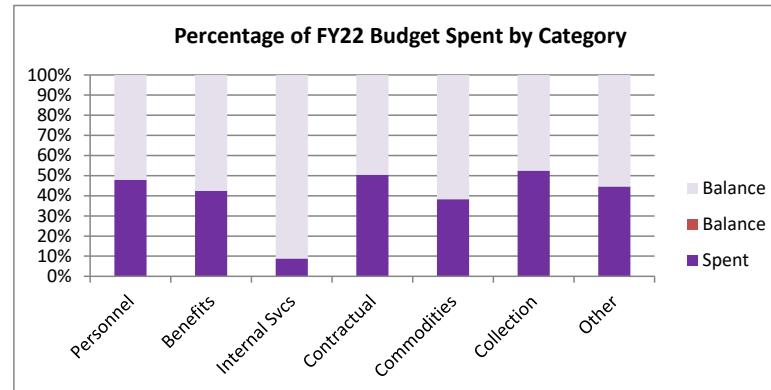
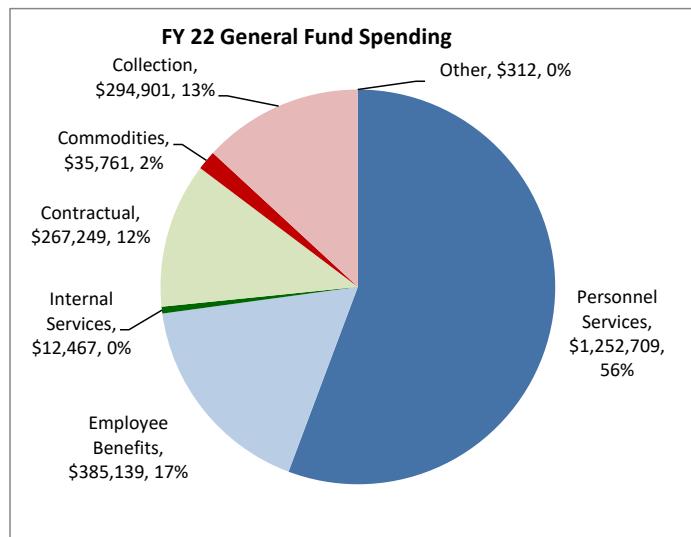
6 months = 50%

Year-to-Year Expenditure Comparisons				Expense-Budget Comparisons			
	YTD 2020/21	YTD 2021/22	% Change from 2020/21		YTD 2021/22	Budget* 2021/22	% of Total Budget Spent
<b>Totals by Category:</b>							
Personnel Services	\$1,155,895	\$1,252,709	8.4%		\$1,252,709	\$2,612,061	48.0%
Employee Benefits	368,705	385,139	4.5%		385,139	906,434	42.5%
Internal Services	15,973	12,467	-21.9%		12,467	139,869	8.9%
Contractual	233,133	267,249	14.6%		267,249	529,998	50.4%
Commodities	33,822	35,761	5.7%		35,761	93,345	38.3%
Collection	263,287	294,901	12.0%		294,901	561,684	52.5%
Other	3,192	312	-90.2%		312	700	44.6%
Capital over 5,000	-	84,132			84,132	101,228	0.0%
<b>Total</b>	<b>\$2,074,006</b>	<b>\$2,332,669</b>	<b>12.5%</b>		<b>\$2,332,669</b>	<b>\$4,945,319</b>	<b>47.2%</b>

	YTD 2020/21	YTD 2021/22	% Change from 2020/21		YTD 2021/22	Budget* 2021/22	Division % of Grand Total
<b>Totals by Division:</b>							
Administration	\$ 593,210	\$ 658,337	11.0%		\$ 658,337	\$1,415,295	28.22%
Resource Services	519,022	565,621	9.0%		565,621	1,088,376	24.25%
Youth Services	340,742	349,881	2.7%		349,881	769,798	15.00%
Adult Services	216,050	266,682	23.4%		266,682	607,090	11.43%
Customer Account Services	402,112	445,645	10.8%		445,645	1,001,160	19.10%
Coronavirus Response	2,872	-	-100.0%		-	-	0.00%
Main Entrance Improvement	-	46,504			46,504	63,600	1.99%
<b>Grand Total</b>	<b>\$2,074,006</b>	<b>\$2,332,669</b>	<b>12.5%</b>		<b>\$2,332,669</b>	<b>\$4,945,319</b>	<b>100.00%</b>

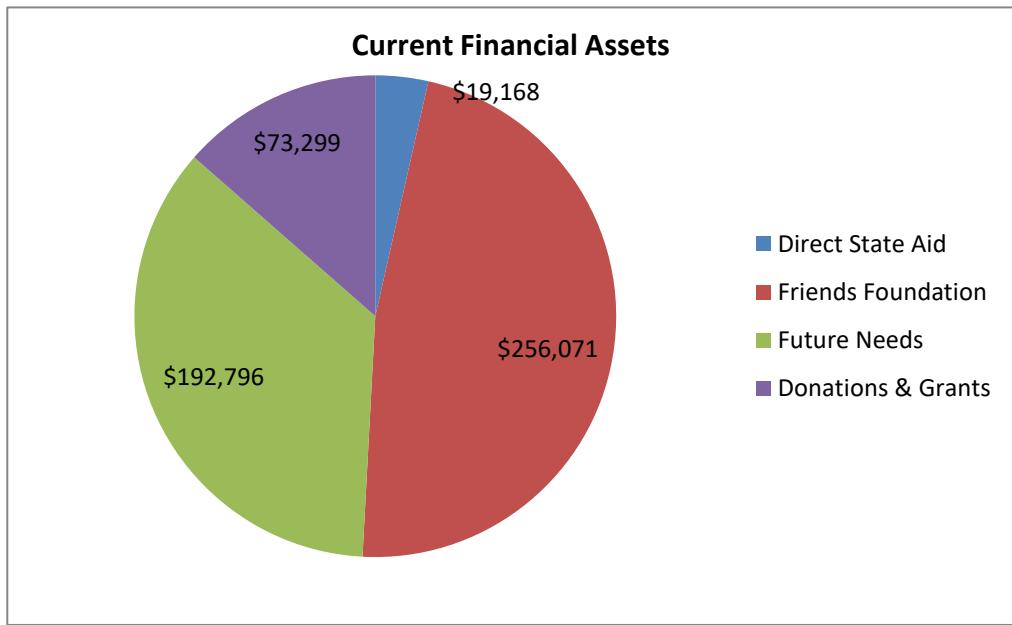
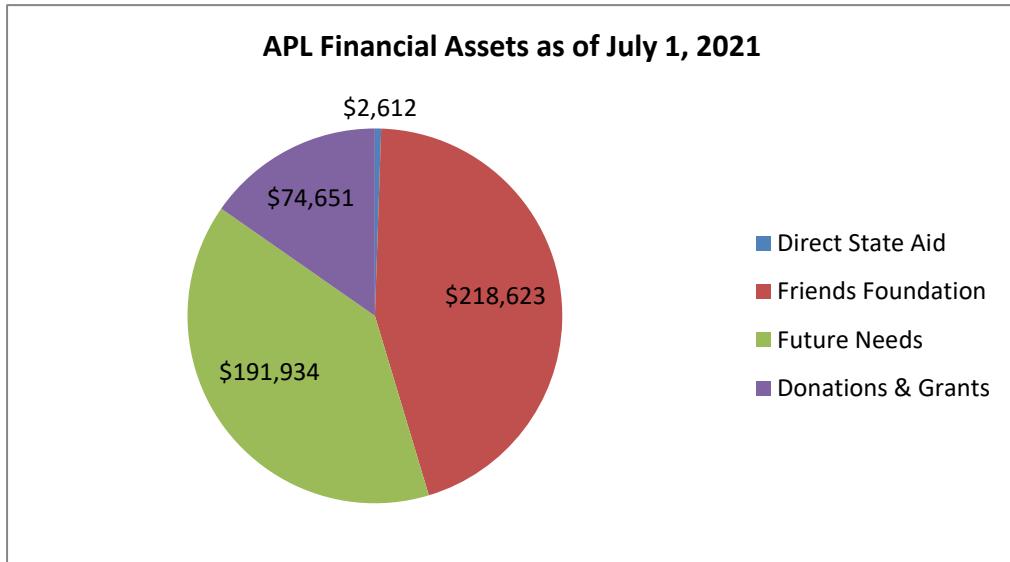
\* Adopted Budget



Ames Public Library Donations Report						
December, 2021						
FY2021/22						
	Fund 238	Fund 239	Fund 241	Fund 240		
	Direct	Friends	Donations	Future		
	State Aid	Foundation	& Grants	Needs	Total	
Fund balance - 06/30/21	\$ 2,612	\$ 218,623	\$ 74,651	\$ 191,934	\$ 487,820	
Revenues:						
Interest revenue	0	1,011	461	863	2,334	
Direct state aid	16,555		-		16,555	
General Donations			4,390		4,390	
Project Smiles Donations			25		25	
Misc Revenue			-		-	
Friends Foundation		97,946			97,946	
Small Talk Grant		-	-		-	
Large-Print Book Bequest		12,000			12,000	
Harrison Barnes Reading Academy			18		18	
Merchandise Sales		20			20	
Total revenues	16,555	110,976	4,893	863	133,288	
Expenditures:						
Administration:						
Personal Services	-	-			-	
Employee Benefits		-			-	
Internal Services		-			-	
Training		11,000			11,000	
Dues / Memberships		1,750			1,750	
Advertising		225			225	
Printing/Graphics	-	-			-	
Food	-		-		-	
Office Supplies	-	1,544			1,544	
Outside Professional Services	-	-			-	
Minor Computer Equipment	-	-			-	
Special Project Supplies	-	2,471	152		2,622	
Movable Equipment			2,206		2,206	
Resource Services:						
Collection administration/Interns	-				-	
Electronic Collection Service	-	-	-		-	
Special Project Collection	-	12,541			12,541	
Juvenile	-	-	1,000		1,000	
Audio-visual collection	-	-			-	
Adult collection	-	3,766	63		3,829	
Computer Equip/Software	-	-			-	
Youth Services:						
Employee Benefits (Interns)	-	-			-	
Outside Professional Services	-	2,050			2,050	
Minor Office Equipment	-				-	
Food	-	172	-		172	
Minor Office Equipment	-	2,997	-		2,997	
Special Project Supplies	-	9,558	-		9,558	
Adult Services:						
Food	-	-			-	
Printing/Graphics	-	-			-	
Outside Professional Services	-	6,700	1,900		8,600	
Special Project Supplies	-	1,386			1,386	
Library Improvements:		-			-	
Gilman, Smith & Feinberg Bequests:						
Juvenile Collection					-	
Adult Collection					-	
Small Talk Grant:		-			-	
Books for Babies:	-		-		-	
Project Smyles:		6,759	-		6,759	
Harrison Barnes Reading Academy:			925		925	
Large-Print Books Bequest:		10,611			10,611	
Library Merchandise		-			-	
Total expenses	-	73,528	6,245	-	79,774	
Transfers between funds:						
Donations/Future Needs Fund	-				-	
Friends Foundation/Donations	-	-	-		-	
Total transfers	-	-	-	-	-	
Current fund balance	\$ 19,168	\$ 256,071	\$ 73,299	\$ 192,796	\$ 541,334	
Less:						
Committed funds:						
Encumbrances	-	0	-	-	0	
Reserved principal*			8,276	-	8,276	
Total committed funds		0	8,276	-	8,276	
Balance available for expenditure	\$ 19,168	\$ 256,071	\$ 65,023	\$ 192,796	\$ 533,058	

Notes: \* Reserved principal consists of the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000

Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.



Resolution No. 2018-L002, adopted on January 18, 2018, established the Library's new Future Needs Fund in the amount of \$178,526. Funding sources were:

- \$90,476 in unrestricted bequest funds that had accumulated over many years;
- \$38,395 in unspent funds from the \$1,000,000 pledged from the bequest fund
- \$49,655 received from the estate of Maribeth Henney in 2016.



## Bylaws, Board of Trustees

Section: Administration

Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016, 8/15/2019,

01/20/2022

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Following are the bylaws of the Ames Public Library Board of Trustees:

### Article I: Composition of the Board

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

### Article II: Powers and Duties

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in [Chapter 15](#) of the *Municipal Code of the City of Ames* and [Chapter 392](#), Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
  - a. Employ a competent and qualified librarian to serve as Director.
  - b. Evaluate the performance and effectiveness of the Director in fulfilling ~~his/her~~ their duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
  - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
  - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
  - e. Approve the annual budget and seek adequate support for library operations and special projects.
  - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
  - g. Accept gifts and approve all library expenditures.
  - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code Section 362.5* applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

### Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.
2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting... Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during his/her their term in office.
3. Officers' Duties:
  - a. The President shall:
    - i. preside at all meetings of the Board
    - ii. appoint all standing and ad hoc committees
    - iii. approve the agenda for Board meetings
    - iv. serve as Chair of the Executive Committee
    - v. sign monthly library claims lists and resolutions, following approval by the Board
    - vi. execute all documents authorized by the Board
  - b. The Vice President shall:
    - i. perform all the functions of the President in his/her their absence or incapacity
    - ii. serve as a member of the Executive Committee
  - c. The Secretary shall:
    - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
    - ii. serve as a member of the Executive Committee
    - iii. record proceedings and prepare minutes of any closed session, as needed
    - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President
4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

## **Article IV: Meetings**

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code Chapter 21.4* also apply.
3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.
5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
  - a. Call to Order
  - b. Consent Agenda
    - i. Donations
    - ii. Approval of Minutes
    - iii. Library Claims
  - c. Public Forum
  - d. Financial Reports
  - e. Ames Public Library Friends Foundation Report
  - f. Administrative Staff Reports
  - g. Board Education
  - h. Policy Review
  - i. Unfinished Business
  - j. New Business
  - k. Trustee Comments
  - l. Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code Chapter 21*, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person

is impossible or impractical, and must be conducted in accordance with *Iowa Code Chapter 21.8*.

Minor variations in meeting procedures shall be employed, as follows:

- a. Any electronic connection must permit simultaneous participation by all Trustees involved.
- b. A quorum must be established through a roll call.
- c. Members must state their names before speaking.
- d. At the chair's discretion, discussion will take place on a rotating basis.
- e. Votes will be taken by roll call or general consent.
- f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.

11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code Chapter 21.3* and be distributed to all Trustees.

## **Article V: Committees/Board Liaison Appointments**

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
  - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
  - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
  - c. Director Evaluation Committee (DEC): ~~No later than the June~~ At the May meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
  - d. Nominating Committee: At the May meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
  - e. Additional standing committees may be established or dissolved by a vote of the Board.

3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.
4. Board Representatives.
  - a. In May of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
  - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

## Article VI: The Director

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

## Article VII: Amendments to Bylaws

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

## References

This policy has been developed in concert with:

- *Iowa Library Trustee's Handbook 2014* *Iowa Library Trustee's Handbook 2021*, published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
  - [Chapter 21](#), Open Meetings Law
  - [Chapter 362](#), Definitions and Miscellaneous Provisions
    - Definitions, §362.2
    - Publication of Notices, §362.3
    - Interest in Public Contract Prohibited – Exceptions, §362.5
    - Conflict of Interest, §362.6
  - [Chapter 392](#), City Administrative Agencies
    - Library Board, §392.5
- *Municipal Code of the City of Ames*:
  - [Chapter 2](#), Administration
  - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
  - [Chapter 15](#), Libraries
- Ames Public Library
  - [Director Performance Evaluation Policy](#)
  - [Director's General Job Duties Policy](#)

Field Code Changed

## **Bylaws, Board of Trustees**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 20, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Bylaws, Board of Trustees as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary



Approved: 8/1/1988  
Reviewed: 4/19/2001  
Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018

## Personnel Policy

Section: Personnel

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

**Commented [TB1]:** COA employee handbook & policies no longer have numbered sections.

#### 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 Employee Handbook](#)" will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

#### 2.3 [Definition of Terms](#) Glossary

**Commented [TB2]:** Now in Glossary of COA policy

Immediate Family – See [Section 10.6 Family Sick Leave](#) and [Section 10.9 Funeral Leave](#) for specific definitions.

**Commented [SS3]:** Family sick leave definitions still broader. Funeral Leave is now Emergency Leave and the same

#### 8.2 [Performance Evaluation](#) and [Improvement Policy Procedure](#)

6. Employee Receipt and Response

*This line replaces the last sentence.*

*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.]*

**Commented [TB4]:** No longer the last sentence and is in the Performance Evaluation and Improvement policy separate from the Employee Handbook.

**Commented [TB5]:** Probably still beneficial to call out if this is true.

### 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

**Commented [TB6]:** COA now says "The day preceding or following the observed Christmas Holiday"

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).

**Commented [SS7]:** City's is for the first 7years at this rate

**Commented [TB8]:** I don't see this anywhere in the COA handbook. This is only for the library

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).

**Commented [TB9]:** This is identical to the COA handbook

#### 3. Accrual

*These charts replace the Vacation Leave charts 10.4(1) and (2):*

Chart 10.4(1) (Exempt Employees)

<b>MONTHS OF FULL-TIME SERVICE</b>	<b>MONTHLY ACCRUAL</b>	<b>MAXIMUM ACCUAL (Days)</b>	<b>(Hours)</b>
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)

<b>MONTHS OF FULL-TIME SERVICE</b>	<b>MONTHLY ACCRUAL</b>	<b>MAXIMUM ACCUAL (Days)</b>	<b>(Hours)</b>
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, one quarter (1/4) of an hour)

**Commented [TB10]:** COA says 15 min increments

#### 8. Sickness Occurring During Vacation Period

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

**Formatted:** Indent: Left: 0.75", No bullets or numbering, Tab stops: Not at 1.25"

#### 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 one quarter (1/4) of an hour.

**Commented [TB12]:** Same as COA

**Commented [TB13]:** COA grants in 30 minute increments

#### 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/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.

**Commented [TB14]:** COA limits to 40 hrs per year. Lib does not limit – this is something we have not seen abuse of. Particularly important in COVID times.

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.

**Commented [TB16]:** This is only for those who "had a close role in raising the employee as a child"

#### **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 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.

**Commented [TB17]:** COA says 24 hrs. (pro-rated for part time)

**Commented [TB18]:** COA includes serious illness

**Commented [TB19]:** COA says Serious illness is limited to 24 hrs per employee per fiscal year and must be taken in 1 day increments

**Commented [TB20]:** COA says Close or extended family Extended: A relative of an employee, whether by blood, marriage, or adoption, who is not considered a close family member.

**Commented [TB21]:** Similar to COA – just more precise in time.

**Commented [TB22]:** Clarifies the 5 – 8hr day part of COA handbook

#### **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.

**Commented [TB23]:** COA is 15 minutes and states morning and afternoon. Ours makes more sense with so many part time folks

**Commented [TB24]:** COA just says lunch periods unpaid

**Commented [TB25]:** I think this was to give that option to lib staff who needed it.

#### **11.7 Days Off**

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

**Commented [TB26]:** Relates to COA handbook referencing 5 – 8hr 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.

**Commented [TB27]:** COA doesn't state the same preference/expectation of pay over comp time. We changed this when we had a comp time issue.

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.

**Commented [TB28]:** I believe this matches with COA handbook

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.

**Commented [TB29]:** Matches COA

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

**Commented [TB30]:** Matches COA

### 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.

**Commented [TB31]:** Lib only

### 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.

**Commented [TB32]:** Lib only

## 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.

**Commented [TB33]:** Lib pays – COA doesn't pay – requires staff to take vacation/leave

## 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.

**Commented [TB34]:** Clarification re: custodian of records

## 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.~~

**Commented [TB35]:** This changed in COA handbook and now matches what APL had been doing.

## 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.

# Employee Handbook

City of Ames

2020

# Table of Contents

<b>Welcome to the City of Ames!</b>	<b>1</b>	Retirement Systems	<b>20</b>
		Changes in Beneficiaries/Dependents	<b>20</b>
<b>Introduction to the City</b>	<b>2</b>		
<b>Getting Started and Employment Practices</b>	<b>3</b>	<b>Employee Development and Support</b>	<b>21</b>
Employment Practices – Non-Discrimination	3	Personal Action Plans	21
Immigration Reform & Control Act of 1986	3	Continuing Education and Development	21
ADA Policy	3	Employee Assistance Program	21
Medical Examinations Prior to Appointment	4		
Probationary Period	4	<b>Miscellaneous Employee Policies</b>	<b>22</b>
Outside Employment	4	Job Posting	22
Civil Service	4	Veteran's Preference	22
		Fitness for Duty Testing	22
<b>Hours of Work, Salary, &amp; Payroll</b>	<b>5</b>	Breastfeeding/Expressing	22
Hours of Work and Schedule	5	Reasonable Accommodation	22
Breaks	5	Personnel Records	22
Regular, PT<20, and Temporary Positions	6	Maintenance of Credentials	23
FLSA Status	6	Communications and Open Records	23
Overtime, Comp Time, & Holiday Pay	7	Acceptable Use of Information Technology	24
Serving in More than One Capacity	8	Use of City Resources	24
Working Out of Class	9	Communications/Media Policy	24
Closed or Curtailed Operations	9	Employment of Relatives/Romantic Involvement	24
Performance Evaluations	9	Gifts and In-Kind Contributions	25
Longevity Pay	10	Residence Requirement	25
		Mileage Reimbursement	25
<b>Time Off/Leaves of Absence</b>	<b>11</b>	City Vehicles	25
Part Time Leave Accruals	11	Cell Phone Policy	26
Holidays	11		
Vacation Leave	11	<b>Employee Conduct, Health &amp; Safety</b>	<b>27</b>
Sick Leave	12	Employee Conduct	27
Family Sick Leave	13	Workplace Harassment	27
Family and Medical Leave (FMLA)	14	Hostile Work Environment	27
Maternity/Parental Leave	14	Workplace Violence	28
Medical Leave Without Pay	14	Weapons Prohibited	28
Emergency Leave	14	Employee Safety	29
Injury Leave	14	Accident/Injury Reports	29
Military Leave	15	Drug- and Alcohol-Free Workplace	29
Funerals of City Employees	15	Drug and Alcohol Testing Policy	29
Jury and Witness Leave	15	Incompatible Activities	30
Voting Leave	16	No Smoking, Smokeless Tobacco, e-Cigarettes	30
Time Off for City-Sponsored Events	16		
Leave of Absence Without Pay	16		
Unexcused Absences	17		
<b>Insurance and Retirement</b>	<b>18</b>	<b>Discipline &amp; Grievances</b>	<b>31</b>
Health Insurance	18	Disciplinary Action	31
Life Insurance	18	Grievance Procedure Overview	31
Disability Insurance	18		
Insurance for PT<20 and Temp. Employees	19		
COBRA Benefits	19	<b>Separation</b>	<b>32</b>
Health Promotion Programs	20	Voluntary Separation	32
		Involuntary Separation	32
		<b>Glossary</b>	<b>33</b>
		<b>Statement of Receipt</b>	<b>35</b>

## Welcome to the City of Ames!

We are glad you're here! This handbook provides general information on what all employees need to know about the policies, practices, responsibilities and benefits that are part of working for the City of Ames. This handbook is not the full and complete statement of the City of Ames policy. There are also more detailed policies and procedures, as well as specific departmental rules and regulations with which you will be expected to comply.

This handbook and other City of Ames employment policies do not apply to elected officials, members of citizens' boards and commissions and, anyone providing services on a contract basis.

If at any time there should be conflict between a policy in this handbook and state or federal statute, the terms of the statute will govern. Some City employees are subject to a collective bargaining agreement. Policies in a collective bargaining agreement supersede the policies in this handbook and any other City policies. However, where the collective bargaining agreement is silent, this handbook and other City policies apply.

The policies within this handbook are at the discretion of the City of Ames and may be withdrawn, applied, or amended at any time by the City Council.

Standard operating procedures may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed. Each department head may establish separate policies for the purpose of handling matters applicable to their specific department. Those policies may not however, conflict with the policies, procedures, or directives established by the City. Any policies that apply to a department or to all employees of the City must be approved by the City Manager or designee.

This handbook is not an employment contract. Any representations made by a City official that are contrary to this handbook have no force or effect. The City of Ames is an employment-at-will employer.

## Introduction to the City

### Excellence Through People

The City's organizational culture is called "Excellence Through People," or ETP. ETP is supported by 13 workplace values, five leadership practices, and the concept of a Total City Perspective.

By keeping ETP at the forefront of our actions, City employees help achieve our two highest goals: to provide exceptional service to our citizens and customers at the best price, and to create an enjoyable and stimulating work environment where personal and professional growth can occur.

<p><u><b>Bring Our Values to Life</b></u></p> <ul style="list-style-type: none"><li>• Continuous Improvement</li><li>• Creativity and Innovation</li><li>• Customer Driven</li><li>• Data-Driven</li><li>• Employee Involvement</li><li>• Excellence</li><li>• Fiscal Stewardship</li><li>• Honesty and Integrity</li><li>• Leadership</li><li>• Positive Attitude</li><li>• Respect One Another</li><li>• Safety and Wellness</li><li>• Teamwork</li><li>• Diversity, Equity, and Inclusion</li></ul>	<p><u><b>Create the Culture</b></u></p> <ul style="list-style-type: none"><li>• Model the Way</li><li>• Inspire a Shared Vision</li><li>• Challenge the Process</li><li>• Enable Others to Act</li><li>• Encourage the Heart</li></ul>	<p><u><b>Total City Perspective</b></u></p> <p>We routinely use all resources throughout the organization to provide exceptional customer service</p>
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### Your City Government as an Organization

Because of your appointment as a city government employee, it is beneficial to understand something about the City's organizational structure. The City of Ames is a municipality governed by a mayor and six council members, who are elected by the citizens of Ames to serve regular terms on a non-partisan basis. Elections are held every two years with Council members and the Mayor elected to hold staggered four-year terms. The City Council holds all legislative and policy-making authority. In Ames, the City Council appoints a City Manager to carry out the policies formulated by the Council and to administer the day-to-day operations of the City according to the municipal code and other regulations.

As a municipal employee, you are a representative of the City of Ames. You should uphold this obligation in a manner that will promote respect for city government. City employees are expected to represent their employer as responsible, courteous, and efficient members of public service. In addition, prompt and dependable work attendance is required. Because of the obligation to provide public service to the community, a consistent and positive commitment is necessary from each employee.

The City of Ames consists of many departments, divisions, and boards and commissions, which serve to provide a variety of municipal services. More information about department responsibilities and the City Budget is available on the City's website at [www.cityofames.org](http://www.cityofames.org)

## Getting Started and Employment Practices

### Employment Practices – Non-Discrimination

The City of Ames is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or disability that does not interfere with the performance of essential functions of the position, with or without accommodation. This commitment also extends to those participating in the recruitment and hiring process.

The City is committed to administering all personnel actions in compliance with federal and state regulations. The City will not discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment and harassment of any kind. If any employee feels discriminated against or harassed, they should direct their concern either to their immediate supervisor or to Human Resources. See the Complaint Procedure for more information.

### Immigration Reform and Control Act of 1986

All employees must provide original documents that establish their identity and eligibility to work in the United States. The Human Resources Department shall collect this employment information for all new employees, including temporary and seasonal employees.

Supervisors will arrange for new employees to meet with representatives of the Human Resources Department on the first day of employment to provide the required documentation. **New employees who do not provide the required documentation on the first day of employment will not be allowed to work until the documentation is provided.** Documents will be retained for three years after the individual's employment ends. Seasonal and temporary employees must complete a new INS Form I-9 upon each rehiring.

### Unlawful Discrimination

Title VII of the Civil Rights Act of 1964 prohibits illegal discrimination against any individual on the basis of national origin in hiring, discharge, recruitment, assignment, compensation, and other terms and conditions of employment. The Immigration Reform and Control Act of 1986 prohibits illegal discrimination. The City will not discriminate against any individual in hiring, discharging, or recruiting because of that individual's national origin or citizenship status.

### Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the City to comply with all Federal and state laws concerning the employment of persons with disabilities.

## Medical Examinations Prior to Appointment

If you are hired into a safety-sensitive position, your offer of employment may be conditioned on a medical examination to determine whether you are able to perform the essential functions of the position, with or without accommodation. No person will be disqualified for appointment on the basis of such examination unless it is determined that no reasonable accommodation can be made in order for the applicant to perform the essential functions of that position. A list of the safety-sensitive positions can be obtained from the Human Resources Department.

Additionally, employment in certain positions is contingent upon successful completion of a pre-employment drug and alcohol screening.

## Probationary Period

The first several months of employment with the City are your probationary period. For most employees, this period will be six months in length. Certain public safety positions have longer probationary periods. This is a working trial period to ensure your workplace performance is in alignment with the City's expectations. It is also a time for you to get settled into your role and the City organization. During this time, you or the City may terminate the working relationship without cause and without notice. Before the end of your probationary period, your progress will be monitored, documented, and discussed in the form of a written performance appraisal. See the [\*\*Probationary Period Policy\*\*](#) for further details.

## Outside Employment

You may not hold outside employment unless it is approved by your department head. The intent of this rule is to ensure you give your full commitment, effort, and energy to the City; and that any outside employment not be incompatible with the City's interests.

## Civil Service

Many jobs in the City of Ames are considered to be "Civil Service" positions. Civil Service is a system of laws and regulations designed to ensure that City jobs are filled based on merit. Civil Service covers many regular full-time employees. The duties and powers of the Civil Service Commission are set forth in Chapter 400 of the Iowa Code and in the [\*\*Civil Service Commission Policies and Procedures\*\*](#).

Civil Service examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed in line with the knowledge, skills and abilities required for the particular position. Appointments to Civil Service position vacancies are contingent upon an applicant's successful qualification and certification by the Civil Service Commission. In addition, the Civil Service code provisions set forth the procedures for employee appeals in cases of suspension, demotion, removal, and discharge.

Certain positions within Civil Service are considered "promotional," where the Human Resources Director has determined that a logical progression from one position to a higher position exists. This progression is referred to as a "promotional track." If a vacancy meets the conditions required to be filled through a promotional recruitment, the City will first attempt to fill the vacancy with a qualified internal candidate. More information about the promotional process can be found in the [\*\*Civil Service Policies\*\*](#) or by contacting the Human Resources Department.

## Hours of Work, Salary, and Payroll

The City offers a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Generally, merit pay and union pay increases occur annually on July 1. Some positions may also provide for step increases that depend on the amount of time an employee has held the position. Pay rates and salary ranges can be found in the [City's Pay Plan](#).

Payday for all employees occurs twice a month—on the 15<sup>th</sup> and the last day of the month. If payday falls on a weekend or holiday, you will be paid on the prior business day.

In addition to deductions required by law (e.g., FICA, Social Security, etc.), automatic payroll deductions may occur for such items as health insurance, dental insurance, supplemental life insurance, and optional deferred compensation. All amounts taken from your checks through payroll deductions will be indicated on your paycheck stub.

## Hours of Work and Schedule

Employees are expected to be at their work place pursuant to their approved hours of work, holidays, and leaves. All non-exempt employees must record their working time in the appropriate time keeping system. Employees may not record hours for another employee. Employees are expected to be engaged in carrying out their duties during scheduled work time and should be ready to begin work at their scheduled starting time.

Except for part-time, seasonal, or shift employees, a regular work day consists of eight hours and the work period is from Sunday to Saturday. Five days of eight hours (or forty hours) or a shift schedule corresponding to a forty-hour week constitutes a work week. Any deviation from this pattern requires approval from the department head with agreement from the City Manager or designee.

To meet the needs of the community, schedules may need to be modified on short notice. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

## Breaks

Employees generally may take a 15-minute rest break in the morning and in the afternoon, which shall be considered paid time. Lunch periods shall be unpaid. Lunch periods and breaks will be taken at times as the schedule allows as determined by the department head. Non-exempt employees must accurately record their lunch break times.

## **Regular, Part Time <20, and Temporary Positions**

Regardless of employment classification, all employees are considered at-will. However, the City of Ames adheres to the principle of just cause in taking employment actions.

### **Regular Positions**

The City Council authorizes the number of full-time equivalent (FTE) positions that exist for each department in the City. These **regular** positions include full time,  $\frac{3}{4}$  time, and  $\frac{1}{2}$  time roles. Each of these positions has a written job description. Pay for these positions is established either 1) by a collective bargaining agreement, or 2) for merit positions, through the **Compensation Policy**. In either case, the pay rate is recorded in the City's **Pay Plan**. Employees in regular positions are eligible for paid leaves and insurance benefits as described in this handbook. Except those positions specifically excluded by law, full-time regular employees are the only employees subject to Civil Service regulations.

### **Part Time Less than 20 Hours (PT <20) Positions**

Departments are permitted to hire employees to work **part time less than 20 hours per week** without authorization from the City Council, subject to available funding. These employees consistently work below 20 hours per week on average for the year (e.g., community safety officers), but unlike temporary employees, part time <20 employees do not have an established end date for their service. In some instances, these positions will mirror established regular positions. In those cases, pay should be commensurate with the regular position. Employees in part time <20 hours positions are not eligible for paid leaves or insurance benefits, except where required by law.

### **Temporary Positions**

Additionally, to provide flexibility in serving the public, departments are permitted to hire employees into **temporary** roles without authorization from the City Council, subject to available funding. Temporary positions have a clear start and end date to employment established at the time of hire, not to exceed one year. Pay is established at market rates within an authorized range. Employees in temporary positions are not eligible for paid leaves or insurance benefits, except where required by law. Because the needs of the City vary, the number of employees hired for temporary roles and the choice of whether to retain them may fluctuate more than for regular positions. Temporary employment may be full- or part-time (e.g., interns, lifeguards, summer help, etc.), and is subject to varying work schedules.

## **Fair Labor Standards Act (FLSA) Status**

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is to help employees understand eligibility for overtime pay or compensatory time:

Non-exempt—employees whose work is covered by the Fair Labor Standards Act (FLSA). They are eligible to earn overtime pay or compensatory time.

Exempt—generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of FLSA. They are not eligible to earn overtime pay or compensatory time, but may be granted administrative time off with the approval of the department head.

# Overtime, Compensatory Time, and Holiday Pay

This section only applies to personnel assigned to a 40-hour per week work schedule. Departmental policies for overtime for employees working a different schedule must be approved by the City Manager.

Work periods for non-exempt employees are established by the department head and approved by the City Manager or designee. The work period is seven consecutive days.

Department heads or their designees may require employees to work outside of their regular work hours. Except for emergencies, such overtime will be scheduled in advance and approved by the supervisor. Employees will be subject to discipline for working overtime hours that are not authorized. Paid leaves such as vacation, holiday or sick leave are not considered hours worked under FLSA for the purpose of calculating overtime.

Employees will be compensated in accordance with the following:

1. Non-Exempt Employees - Accrual and Use of Compensatory Time

Where a non-exempt employee is eligible to receive overtime compensation, the employee may request to receive compensatory time in lieu of cash. The department head may grant the request for compensatory time or may choose to pay the overtime in cash. In cases of emergency with potential for state or federal reimbursement, any compensatory time accrued in addressing the needs of the emergency will be paid in cash. Management may elect at any time to pay accrued compensatory time in cash. The maximum allowable accumulation of compensatory time for full-time employees is 80 hours (this limit is prorated for part-time employees). With prior approval of the City Manager, compensatory time may be accumulated to a maximum of 240 hours.

2. Non-Exempt Employees – Overtime

## **Hours Over 40 in a Week**

In accordance with the FLSA, for any non-exempt employee who works more than 40 hours in a one week work period, each overtime hour worked in excess of 40 will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time.

## **Hours Over 8 in a Day**

If a non-exempt, regular full-time employee works more than 8 hours in a single day, but does not exceed 40 hours worked over the course of the work week, each overtime hour worked in excess of 8 for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one hour of compensatory time.

Overtime compensation for hours worked in excess of 8 in a day only applies to employees who are scheduled to work five eight-hour days. In unusual circumstances, such as major events or emergencies, the City Manager may authorize employees who are not regular full-time employees to receive overtime compensation after 8 hours worked in a day.

3. Non-Exempt Employees – Unscheduled Callback Pay

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

4. Regular, Non-Exempt Employees - Work on Scheduled Days Off

If a regular, non-exempt employee is required to work on a scheduled day off, the hours worked for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. However, if a supervisor anticipates the need for an employee to work on a day that would otherwise be a scheduled day off, the supervisor may modify the schedule to provide an alternative day off. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

5. Regular, Non-Exempt Employees - Work on City Holidays

If a regular, non-exempt employee is required to work on an observed City holiday, the hours worked for that holiday will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. In addition, the employee will receive straight time for the paid holiday.

6. Exempt Employees - Administrative Time Off

Exempt employees are not eligible for overtime compensation in cash or compensatory time. However, in recognition of the fact that their duties often require more time than the normal 40-hour work week, exempt employees may be allowed to take administrative time off consistent with effective performance of their duties and with the operating requirements and responsibilities of their department. Administrative time off is not an entitlement, but may be taken with approval of the department head or designee, or of the City Manager in the case of department heads.

## Serving in More than One Capacity

Simultaneous employment of an individual in more than one job classification is strongly discouraged. Any such appointments are subject to approval by the City Manager after review by the Human Resources Director. It is the responsibility of the director(s) of the employing department(s) to ensure that the requirements of the Fair Labor Standards Act and the Patient Protection and Affordable Care Act are complied with.

## Working Out of Class

On rare occasions, employees may be asked to perform work duties outside their typical scope of activities, such as to fill in for an absent employee in a higher pay grade for an extended period of time. In instances where an employee is assigned to assume duties normally held by another on a temporary or emergency basis, the **Working Out of Class Policy** applies. This policy outlines the circumstances in which an employee can be assigned to a different role and the implications for the employee's compensation.

## Closed or Curtailed Operations Due to Safety Hazards

In the event of severe weather conditions or other declared safety hazards that could create undue risk to be at or travel to work, employees may be excused from their scheduled shifts in one of two ways:

- The City Manager or designee may declare all or part of City operations to be closed or curtailed. If such a declaration occurs, the affected departments are responsible for informing employees of the work closings as early as possible. Employees who have not received notifications of closures are expected to check with their supervisors if they are uncertain whether to report to work.
- An employee may request an excused absence from their immediate supervisor prior to the start of the regular work day. The supervisor shall determine whether to grant the request. If the supervisor does not grant the request, the employee must report to work as scheduled.

In either instance, the employee will not be paid for hours not worked, but may elect to use accrued vacation or compensatory time.

## Performance Evaluations

The goal of the performance evaluation process is to develop and maintain productivity through joint planning, coaching, counseling, providing feedback and identifying employee development needs; and for non-union employees to receive appropriate reinforcement through the merit pay program.

It is the City's goal that all regular employees will have their job performance formally evaluated at the end of their probationary period and annually thereafter, prior to the beginning of the fiscal year or as may otherwise be established by the Human Resources Director. Pay increases for merit employees are based upon job performance, although pay increases are not guaranteed. Merit increases will normally take effect on July 1 of each year pending a qualifying performance evaluation. Pay will not fall under the minimum nor exceed the maximum of the pay range for the position.

Annual performance evaluations are also conducted for non-merit employees. These evaluations do not affect pay, but will be used in making promotional and other employment decisions.

See the **Performance Evaluation and Improvement Policy** for details.

## **Longevity Pay**

In addition to their regular compensation, non-union full-time regular employees are paid longevity pay on a yearly basis for continuous service of five years or more. Longevity payments are \$20 annually for each year worked, beginning with five years of service. Except temporary employees, part-time employees are eligible for prorated (1/4, 1/2, or 3/4) longevity benefits. An employee is entitled to a pro-rata share of the biennial longevity payment upon termination, except in instances where the employee is terminated for cause or, for voluntary separations, where the employee fails to provide a minimum of two weeks' written notice of intent to resign or retire.

Longevity payments are made twice per year. Effective beginning in 2021, employees will receive one-half (1/2) of their yearly longevity payment on March 31 for their years of service as of the last day of the preceding February, and will receive one-half (1/2) of their yearly longevity payment on September 30 for their years of service as of the last day of the preceding August.

Longevity payments for employees covered by a collective bargaining agreement are structured similarly, and can be found in the respective agreement.

## Time Off/Leaves of Absence

### Part-Time Leave Accruals

Accrual of holiday, vacation, sick leave, maternity/parental leave, family sick leave, and emergency leave benefits are pro-rated for regular part-time employees. Regular part-time employees working 20 hours or more, but less than 30 hours, will receive these benefits at 1/2 the rate of full-time employees. Regular part-time employees working 30 hours or more, but less than 40 hours, will earn these benefits at 3/4 of the rate of full-time employees.

### Holidays

The City observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Day
- The day preceding or following the observed Christmas Holiday

When a holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed. When Christmas falls on Tuesday, Wednesday, Friday or Saturday, in addition to the holiday observance, the preceding work day will also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday, the following work day will also be observed as a holiday.

Regular, non-exempt employees are entitled to compensatory time off if a holiday occurs during regularly scheduled time off. Regular, non-exempt employees who are required to work on holidays are entitled to compensation as outlined in the Overtime, Compensatory Time, and Holiday Pay section of this handbook.

### Vacation Leave

All regular full-time employees earn vacation leave at the following rates:

Years of Continuous Service	Annual Accrual	Monthly Accrual	Maximum Accrual (Days)	Maximum Accrual (Hours)
0-7 years (months 1-84)	10 days	6 hours & 40 minutes	15	120
8-14 years (months 85-168)	15 days	10 hours	23	184
15-23 years (months 169-276)	20 days	13 hours & 20 minutes	30	240
24 years or more (277+ months)	25 days	16 hours & 40 minutes	38	304

Vacation leave accrual rates and maximum accrual limits are pro-rated for regular part-time employees. Employees who start employment on or prior to the 15<sup>th</sup> of the month, or leave employment after the 15<sup>th</sup> of the month earn vacation leave for that month. With the approval of the City Manager, new employees

may use a vacation bank of up to forty hours before that vacation leave has been accrued. If granted, vacation leave accrued will first be used to compensate for this advance, after which it will then accrue under the normal accrual schedule.

Employees are normally hired with 10 days of vacation accrual per year. Upon approval of the City Manager, employees may be granted 15 days of annual vacation accrual at the time of hire if one of the following applies:

1. The employee has at least seven years of directly related outside experience, in which case the employee may receive seven years of credit towards their years of continuous service for the purpose of vacation accrual.
2. The position is determined by the City Manager to be hard to fill, in which case no credit for continuous service will be provided for the purpose of vacation accrual.

Vacation leave is granted in units of at least 15 minutes. In the event one or more observed City holidays occur during an employee's scheduled vacation, the holiday will not be charged as vacation leave. Department heads schedule vacation leaves with regard to their departments' operating requirements and responsibilities, and, insofar as possible, with the requests of employees.

In the event a long-term emergency prevents a department from granting vacation leave, the City Manager may temporarily increase the maximum vacation accrual of an employee who reaches the vacation accrual limit during the emergency and establish a timeframe in which excess vacation leave may be used. Any excess vacation leave remaining after that timeframe will be forfeited.

Any regular employee leaving the employ of the City will be compensated for vacation leave credited and unused to the date of termination. Terminal vacation will be added to the employee's final payroll check which may reflect prior days worked. Employees will not receive a cash payment in lieu of vacation except upon termination as provided above.

## Sick Leave

Paid sick leave is intended to protect against loss of pay when needed for legitimate illness or injury, and is not guaranteed "time off." All regular full-time employees accrue sick leave with pay at the rate of eight hours for each calendar month of service. Employees who are on paid leave will continue to accrue sick leave during the absence. Sick leave accrual is pro-rated for regular part-time employees. Employees who begin employment with the City on or prior to the 15<sup>th</sup> of the month or leave employment after the 15<sup>th</sup> of the month earn sick leave for that month. Sick leave may be accumulated from year to year with no maximum limit. Sick leave is granted in minimum units of one-half hour.

Valid uses of sick leave include:

1. Actual personal illness, pregnancy, childbirth, or related medical conditions
2. Personal injury, either job or non-job-related. An employee receiving temporary disability payments under the workers' compensation laws may use accumulated sick leave in order to maintain a regular income
3. Examinations and consultations with physicians and other health care providers, including the **City's Employee Assistance Program**
4. Emergency Leave as provided for in this section

To be eligible for paid sick leave, employees must notify the department head or designee prior to the scheduled work time or in accordance with departmental policies. All sick leave must be approved in accordance with procedures established by the department head. Certain medical conditions may be covered by the Family and Medical Leave Act (FMLA), which provides leave rights to employees under qualifying circumstances. Refer to the City's **FMLA Policy** for information regarding these rights.

Because sick leave is conditional upon the qualifying circumstances listed above, employees may be required to present proof of eligibility in the form of a doctor's note or other documentation for absences longer than three days.

Certain patterns of sick leave use may be indicative of abuse. Such patterns include but are not limited to frequent absences of short duration, failure to maintain a sick leave accrual balance, and absences before or after a holiday or weekend. If management determines that an employee's sick leave usage fits such a pattern, the employee will be asked to explain the reasons for the absences, and may be required to present proof of eligibility in the form of a doctor's note and/or submit a written plan, including a time frame, to improve attendance. If attendance does not improve as agreed, or if the employee refuses to cooperate, discipline may be imposed.

#### Payment for Unused Sick Leave Upon Retirement

Employees are entitled to payment for unused sick leave in the event of regular or disability retirement provided for under one of the City's established retirement plans, provided they give at least two weeks' notice of intent to retire. In the event of the death of an employee prior to regular retirement, the employee's beneficiary is entitled to payment for unused sick leave. In either situation, sick leave payout will be calculated as follows:

Status	25% of employee's last hourly rate of pay for all hours in excess of:
Full-Time	720
$\frac{3}{4}$ Time	540
$\frac{1}{2}$ Time	360

Employees whose status has changed during employment with the City will have sick leave hours computed on a percentage basis (e.g., 12 years of full-time employment and 8 years of half-time employment:  $720 \text{ hours} \times 60\% = 432$  and  $360 \text{ hours} \times 40\% = 144$ , for a total of 565 hours to be deducted from the total unused sick leave before paying the balance at 25% rate).

## Family Sick Leave

Regular full-time employees may use up to 40 hours of accrued sick leave per fiscal year for occasions which require the employee to care for a close family member (as that term is defined in the Glossary) 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 is pro-rated for regular part-time employees. Family sick leave is subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

## **Family and Medical Leave (FMLA)**

Eligible employees may access unpaid medical and family leave of up to twelve weeks per rolling twelve-month period, pursuant to the terms and conditions of the federal law. Employees are required to use all paid leave concurrently with FMLA leave. Please consult the City's full **FMLA Policy** or contact Human Resources for further information.

## **Maternity/Parental Leave**

Maternity and parental leave is available to qualifying employees. Please see the **Maternity/Parental Leave Policy** or contact Human Resources for details.

## **Medical Leave Without Pay**

If available paid leave has been exhausted, an employee may be eligible for medical leave without pay. Such leave may be subject to the Family and Medical Leave Act (FMLA) for employees with a qualifying medical condition under this law.

Except as required by the FMLA, medical leave without pay is not an employee's right, but may be granted subject to the department's operational and staffing needs. Extensions of such leave will be conditioned upon periodic reports from the employee's physician. In determining whether to grant an extension of an employee's medical leave without pay, consideration will be given to the prognosis for a timely recovery to the point that the employee is able to properly perform the essential functions of the job.

## **Emergency Leave**

Emergency leave of up to 24 hours with pay may be granted to full-time regular employees in the event of death or serious illness of a close family member or extended family member (as those terms are defined in the Glossary), or for inpatient treatment for a pregnant employee's unborn child. Sixteen hours of additional emergency leave may be granted and charged to sick leave. Emergency leave must be approved by the department head.

Emergency Leave use for the purpose of serious illness of a close family member is limited to 24 hours per employee per fiscal year and must be taken in a minimum of one work day increments. Serious illness is generally considered to be an illness, injury, impairment, or physical or mental condition that involves inpatient care (i.e. overnight stay) in a hospital, hospice, or medical care facility; or continuing treatment by a health care provider of at least three consecutive calendar days.

Emergency leave is pro-rated for regular part-time employees.

## **Injury Leave**

Injury leave is granted to employees who are incapacitated as a result of injury or occupational disease incurred while in the actual performance of their assigned duties in accordance with Chapters 85 and 411 of the Code of Iowa and any other applicable state or federal regulations. Employees may be required to furnish a statement from a physician designated by the City certifying their disability.

During injury leave, the City will pay full base pay to the employee, either from salary funds or as workers' compensation benefits. FMLA leave will run concurrently with injury leave. Injury leave may extend for as long as six months provided the employee remains eligible under the workers' compensation statutes of Iowa Code. An employee, if still disabled beyond six months, will be entitled to leave with pay as follows:

- a. Three months with workers' compensation benefits plus two-thirds of the difference between the employee's full base pay and workers' compensation benefits.
- b. Another three months with workers' compensation benefits plus one-third the difference between the employee's full base pay and workers' compensation benefits.
- c. At the end of one year from the date of injury, the employee shall be entitled to workers' compensation benefits for the duration of the disability.
- d. The employee, if unable to return to work after one year from the date of the injury, shall be eligible to use vacation and sick leave as provided for in this Handbook.

## Military Leave

Employees who are members of the reserve force of the United States or of the State of Iowa will be granted a leave of absence when ordered to attend a training program or to perform other duties under the supervision of the United States or the State. Employees who enter into active service in the Armed Forces of the United States while employed will be granted a leave of absence for the period of military service. See the City's complete **Military Leave Policy** for important additional information.

## Funerals of City Employees

Regular employees may be allowed up to four hours off with pay to attend the funeral of a City employee or a retired City employee. The need for continuing essential services and emergencies may limit the number of employees who may attend a funeral. The department head may decide on the amount of time actually required for funeral attendance and the number of employees who may attend the funeral. The department head may adjust schedules to accommodate absences due to funeral leave.

## Jury and Witness Leave

Employees who are required to serve as a trial juror or as a witness for the Federal Government or a political subdivision thereof are entitled to be absent from work duties during the period of such service or while necessarily being present in court as a result of such call, and shall receive pay for such absence. Since this occurs on paid City time, employees must turn in any compensation received for such duty. This does not, however, include compensation for travel, food, or lodging. Employees may retain any compensation received from the court for days or hours when they are not scheduled to work.

If the employee is released from court obligations prior to the end of their scheduled work day, they must report back to work unless otherwise excused by their supervisor. Department heads may adjust work schedules to accommodate absences due to jury or witness leave.

## **Voting Leave**

If an employee's work schedule is such that three consecutive non-working hours are not available during the period between the opening and closing of the polls, that employee will be given paid time off that will, together with their non-working time, provide up to three consecutive hours during the time the polls are open.

Such absences must be requested in writing to the employee's supervisor prior to the date of the election, and the supervisor will designate the period of time to be taken.

## **Time Off for City-Sponsored Events**

From time to time, the City will sponsor certain events during working hours such as health fairs, employee retirements and recognition events, ribbon-cutting ceremonies, and Employee Care Fund and Employee Council events.

The need for continuing essential services and emergencies may limit the number of employees who may attend a City-sponsored event. Employees who attend these events during their regular working hours are entitled to do so on work time, with prior approval from their immediate supervisor or the department head. Employees who choose to attend such events during their non-working hours are not entitled to compensation. Employees who are assigned or asked to work at these events are entitled to compensation.

## **Leave of Absence Without Pay**

In the event that paid leave has been exhausted, a leave of absence without pay may be granted to a regular employee to address an extraordinary personal circumstance. Leave without pay is not a routine benefit. It is intended to be a safeguard for employees who have exhausted all other available options. To reduce the reliance on leave without pay, employees are encouraged to build and maintain adequate vacation leave balances.

A request for a leave of absence must be presented to the department head in writing, stating the duration and reason for the leave. Department heads may grant leave(s) of absence without pay not to exceed a total of two weeks per fiscal year, per employee. The City Manager may grant leaves of absence in excess of that limit based upon the recommendation of the department head. A department head may request an exception from the City Manager to authorize a leave if the employee has not exhausted all available paid leave.

Seniority status will be adjusted to reflect the period of leave in excess of 60 days, except for long term disability. Sick leave, vacation and holiday benefits do not accrue at any time during a leave without pay status. Extension of insurance coverage is available at the employee's expense for leaves of absence of two weeks or longer; however, the City will continue to pay its portion of the health insurance premium where required by the FMLA.

Upon expiration of the approved leave without pay, employees will be eligible to return to their position or to a similar position. If an employee does not return following the agreed-upon date of return, that employee will be considered to have resigned.

## **Unexcused Absences**

Employees must communicate with their supervisor if they are unable to report to work. An employee who will be absent should provide as much notice as possible prior to the start of the work day, but no less than one hour of notice in any case. Progressive discipline may be imposed for failure to communicate an absence in advance.

Failure to report to duty or to communicate with management following an absence without leave of three consecutive working days will be considered a voluntary resignation. An employee who is absent without available leave following a notice to return to duty, who fails to report to work as directed, may be subject to discipline, up to and including termination.

## Insurance and Retirement

### Health Insurance

The City's health insurance programs are self-funded, meaning that member-employees, their families, and the City all have a stake in managing health care costs responsibly. Regular employees who work at least 20 hours per week are eligible for health insurance benefits. Health insurance coverage includes medical, dental, prescription drug coverage, vision, and flex spending account benefits as outlined in each designated plan booklet.

The City shares the cost of the premium for single and family coverage with full-time regular employees and pays a pro-rated portion of the premium for single and family coverage of regular half-time and three-quarter-time employees. (For further information, please see the **City's Benefit Summary booklet**.)

Health insurance coverage is effective on the first of the month following 30 days of employment.

### Life Insurance

The City provides life insurance coverage, including accidental death and dismemberment, for all regular full and part-time employees, except as may be provided in collective bargaining agreements. The City pays the full premium. Coverage is effective on the first of the month following 30 days of employment. Coverage amounts are indicated in the table below.

Employee Status	Coverage
Full time	\$50,000
¾ time	\$37,500
½ time	\$25,000

The City also offers eligible employees supplemental life insurance for themselves, spouses, and children. Supplemental life insurance is a voluntary benefit and the cost is payroll deducted for each enrolled employee and any of their dependents.

For further information, please see the **City's Benefit Summary booklet** and the **Group Term Life Insurance Certificate**.

### Disability Insurance

#### 1. Employees under the Iowa Public Employees' Retirement System (IPERS)

The City provides and pays the premium for long term disability coverage for all regular merit employees and for all full-time employees covered by a collective bargaining agreement who are in the IPERS retirement system. Coverage is effective on the first day of the month following one year of eligible employment.

#### 2. Employees under the City's Utility Retirement System

The City provides long term disability insurance coverage for members of the Utility Retirement System. Employees participating in this system pay the full premium cost through payroll deduction. Coverage is effective on the first day of the month following one year of eligible employment.

3. Employees under the State's Municipal Fire and Police Retirement System (MFPSI)

The Municipal Fire and Police Retirement System provides disability benefits for its members when they become incapacitated for further performance of their duties. Coverage is effective upon membership with MFPSI. Benefits vary according to the nature of the disability. Consult Chapter 411 of the Code of Iowa for specific details regarding eligibility and limitations.

## **Insurance for Part-Time <20 and Temporary Employees**

Part-time less than 20 hours and temporary employees are not eligible for insurance coverage except as may otherwise be required by law. Employees who work in more than one capacity for the City may not receive a higher level of benefits (i.e., insurance, sick leave, vacation leave and the like) than that to which the employee is entitled for any one of the positions, unless state or federal law requires the extension of any such benefits.

The City designates a 12-month measurement period under the Patient Protection and Affordable Care Act (PPACA) for purposes of determining health insurance eligibility. Part-time less than 20 hours employees and temporary employees with more than 1,560 hours of service over a 12-month measurement period are considered as full-time employees under the PPACA and will become eligible for health insurance benefits during a subsequent 12-month stability period.

## **COBRA Health Insurance Benefits**

As provided by the Consolidated Omnibus Budget Reconciliation Act of 1986, the City offers employees and covered dependents the opportunity to continue group health insurance benefits beyond the normal coverage termination dates. When an event occurs that might otherwise disqualify an employee or dependent for group health insurance coverage and health care flex spending accounts (such as separation from employment, divorce, etc.), that individual may continue the present level of benefits by contributing an amount equal to the total premium plus a 2% administrative fee. The period during which an individual may continue benefits varies depending on the reason for the loss of eligibility.

The Human Resources Department will notify employees of continuation rights at the time that an employment-related event occurs which may affect their eligibility for insurance coverage. However, employees who qualify for COBRA benefits due to divorce, legal separation, or ceasing to be a dependent child must notify the Human Resources Department. This notice should be given before the qualifying event, or as soon as possible thereafter, but no more than 30 days after the qualifying event.

For newly hired department heads, professional positions, and positions that are difficult to fill in the current employment market, the City Manager may authorize reimbursement of COBRA premium expenses for up to 90 days, when needed for the new employee to maintain continuous health insurance coverage with a previous insurer until the City health coverage takes effect. Reimbursement of COBRA premium expenses does not count towards any relocation reimbursement expenses which may be separately authorized.

## Health Promotion Programs

The City provides a variety of programs, activities, and incentives to encourage leading a healthy lifestyle. Employees, their families, and the City all benefit when employees take good care of their health.

Eligibility for health promotion programs varies depending on employee status and health insurance status. Some programs are also available to dependents on City insurance. Check with the Health Promotion Coordinator in Human Resources for details regarding specific programs.

### **Healthy4Life**

All employees covered by City health insurance are eligible for the Healthy4Life program. This program provides an annual financial reward linked to benefits upon successful completion of the program. Payment of the reward is made by the Health Promotion program and is equivalent to the 5% employee share of the health insurance premium payment for a single person on the Blue Advantage plan.

## Retirement Systems

City employees are eligible for at least one of three retirement systems. Eligibility differs depending on the position held with the City. The three systems are:

1. Iowa Public Employees' Retirement System (IPERS): A defined-benefit plan administered by the state of Iowa. [www.ipers.org](http://www.ipers.org)
2. Utility Retirement System: A defined-contribution plan offered to employees whose salaries are funded at least 10% by a City utility. Contact the Finance Department for more information.
3. Municipal Fire and Police Retirement System of Iowa (MFPSI or "411"): A defined-benefit retirement and disability plan administered by a statewide board that is offered to sworn police officers and uniformed fire personnel. See [www.mfpsi.org](http://www.mfpsi.org)

## Changes in Beneficiaries/Dependents

Employees are required to have up-to-date records regarding their benefit plans. Any changes in beneficiaries, dependents, qualifying life events, or eligibility status must be reported within thirty days to the Human Resources Department. Contact the Human Resources Department with any questions regarding benefits changes or eligibility.

## Employee Development and Support

### Personal Action Plans

Since continuous improvement is one of our core values, employee development is an integral component of City work. As a part of their annual performance reviews, individual development goals and plans will be established jointly between employees and their supervisors. Those personal action plans are also considered in preparing departmental training budgets.

### Continuing Education and Development

Employees are encouraged to improve their job-related knowledge, skills, and abilities throughout their careers. The City provides support for employee development in a variety of ways:

- Employee Development Center programs sponsored by Human Resources
- Department-specific training and development
- Professional development (conferences, outside training opportunities)
- Educational assistance for college coursework (either reimbursement for tuition and fees or limited time off with pay during regular working hours)

Employees interested in pursuing continuing education opportunities should consult with their supervisors and/or Human Resources to discuss eligibility and other details. Additional details may be found in the [Employee Development Policy](#).

### Employee Assistance Program

Regular employees and their household members are encouraged to participate in the Employee Assistance Program. This program provides confidential assessment and referral services through providers in the Ames and Des Moines area. Employees and their household members can receive assistance with problems that affect their work or family. These include such issues as substance abuse, stress, marital, or family problems, mental health concerns, legal issues, and financial difficulties. Further information can be found at [www.eap-iowa.org](http://www.eap-iowa.org) or by calling 1-800-EAP-IOWA (327-4692).

## Miscellaneous Employee Policies

### **Job Posting**

In an effort to develop a competitive pool of potential candidates for vacant positions, the City will announce recruitments for job vacancies in a variety of ways. Employees are encouraged to review job announcements and apply for positions that interest them.

### **Veteran's Preference**

In accordance with Iowa Code Chapters 35C and 400, honorably discharged veterans are entitled to certain preference in their selection for positions. These may include preference in appointment, employment, and promotion over other applicants of no greater qualifications.

### **Fitness for Duty Testing**

For existing employees, when, in the judgment of the department head and Human Resources, an employee is not safely performing their job duties, the employee may be required to submit to fitness for duty testing. This testing will be conducted by a provider selected by the City and will be conducted at the City's expense. See the [\*\*Workplace Accommodations and Fitness For Duty Policy\*\*](#) for more information.

### **Breastfeeding/Expressing**

Employees who need to express breast milk will be provided break times as needed for up to one year after the birth of a child. Departments will designate a private location within each facility where employees regularly work for this purpose. The designated location will be a private room with a locking door and a chair. Restrooms may not be used as the designated room. The employee and the employee's supervisor will agree on the times for these breaks.

### **Reasonable Accommodation**

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job, unless doing so creates an undue hardship to the City.

Employees who have a disability and are requesting an accommodation for that disability should contact their supervisor and the Human Resources Department, and provide a description of their work restrictions from their treating physician. The Human Resources Department will evaluate the request and may engage in further conversations with the employee to discuss ways to help them accomplish the essential functions of their job.

### **Personnel Records**

The City keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for

payroll deductions, to determine eligibility for benefit programs and pay increases, and for other personnel related matters.

Personnel records are kept through the duration of employment. Once employment ends, the records are kept for a period of time and are then destroyed in accordance with the City's Records Retention Policy.

Only authorized personnel have access to these files. However, Iowa law may require certain basic employment information to be made available to the public upon request (such as dates of employment, salary, and any documented reasons for an employee's resignation in lieu of termination, demotion, or termination). Please consult with Human Resources if there are questions about what information may be public. If an employee has filed a grievance under a collective bargaining agreement, with their approval, the employee's file may be accessed by a representative of the union for the purpose of investigating the grievance. An employee will be notified if a union representative requests access to their personnel file.

Employees may review their personnel file by submitting a request to the Human Resources Department. The City will attempt to schedule a time to view the contents within ten (10) days of the request. Employees may not remove any item from the file, and must view all the file in the presence of the Human Resources staff in order to preserve the security of the information.

It is important to keep your records up to date. Contact Human Resources promptly if you have any change in the following:

- Name
- Address / phone number / e-mail address
- Emergency contacts

## Maintenance of Credentials

Employees whose jobs require a license or certification to perform their work (e.g., a driver's license for a Transit Driver, a law license for an Attorney, a state certification, etc.) must maintain that credential. Employees who lose a required credential must notify their department head immediately, and may be subject to discipline, up to and including termination. More details can be found in the [Maintenance of Credentials Policy](#).

## Communications and Open Records

As a government organization, the City of Ames is subject to the Iowa Open Records law. Most City documents and records are public records that may be obtained by members of the public. Employees should be aware that phone records, videos, voicemails, written correspondence (including emails), information about expenditures of City funds, and other information may be obtained by the public upon request. Employees should take care to ensure their correspondence and use of City resources is done in a professional and responsible manner. At no time may employees transmit any communications that are derogatory, defamatory, or obscene.

## Acceptable Use of Information Technology

Employees may be provided access to City computers, telephones, networks, websites, and electronic devices as needed to conduct their work. The use of these resources must be done in accordance with the “Use of City Resources” section within this Handbook. Additionally, employees should not expect that their activities using City information technology resources are private. Certain data may be monitored, recorded, and preserved to ensure compliance, create backups, and to protect City resources, in addition to the requirements of the Iowa Open Records law. Employees who use City information technology resources must review and adhere to the Acceptable Use Policy.

## Use of City Resources

Personal use of City tools, facilities, or machinery is not permitted. Personal use of City vehicles is only permitted in very limited circumstances as stated in the Driving Policy. Equipment must not be abused by employees. Equipment may not be removed from its authorized City location or altered without permission of the supervisor.

Personal use of City office equipment or supplies is not permitted without the approval of the department head, except for de minimis personal use of assigned equipment during the workday for tasks that are clearly incidental to normal workday activities. However, employees are only permitted to use City resources to the same extent members of the public are able to (for example, a member of the public might be able to use a City phone to make a brief personal call, but would not be permitted to use a City computer for personal online shopping).

## Communications/Media Policy

Efficient and effective communication with the public and the media is critical to the City’s ability to present information in a manner consistent with the City’s policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations. You must comply with the procedures and standards of the City’s Communications Policies as it applies to media relations, internal and external communications, and social media within the City of Ames.

## Employment of Relatives / Romantic Involvement

No individual will be hired or transferred into a position in which the employee would be supervised by a close family member or extended family member (as those terms are defined in the Glossary) or in which the family member would have administrative discretion over the individual's terms and conditions of employment; or in which the individual would supervise a member of the close or immediate family or have administrative discretion over the family member's terms and conditions of employment.

Romantic relationships (including sexual, dating, engagement, or other intimate relationships) between supervisors and subordinate employees may raise issues of conflict of interest, abuse of authority, or favoritism. These relationships also have the potential to adversely impact other employees. People in romantic relationships are considered close family members for purposes of this Employment of Relatives section and are subject to the limitations described in the paragraph above.

## **Gifts and In-Kind Contributions**

The receipt of any gift is subject to the regulations of Iowa Code §68B.22. Additionally, employees are expressly prohibited from accepting directly or indirectly from any person, company or corporation any gift, money, discount, rebate, or anything of value if:

1. The giver is seeking to be a party to a contract with the City or provides services that may be sought by the City in the future; or
2. The giver is regulated by the City; or
3. The giver will be affected financially by the performance or non-performance of the donee's official duty.

Excluded are:

1. Informational materials pertaining to official functions
2. Things received from relatives
3. An inheritance
4. Things distributed to the general public, including special discounts or offers available to the general public unrelated to City employment.
5. Travel and accommodations for participating as a speaker or panelist at a meeting
6. Items of negligible resale value given as recognition for public service

Exception is also made in the case of a non-monetary gift or series of non-monetary gifts if the employee who receives it turns over the gift to the City or to a bona fide educational or charitable organization within thirty days of receipt.

## **Residence Requirement**

City employees whose positions are designated as critical in nature must reside within a reasonable distance of their work place with the City, such distance to be determined by the department head. Department heads who report to the City Manager are required to live within the city limits of Ames. Collective bargaining agreements also contain residency provisions.

## **Mileage Reimbursement**

The City rate for reimbursement to employees who use their personal auto for City business is the currently published IRS mileage rate. Employees in a professional or managerial capacity with the City do not receive mileage reimbursement for use of their personal auto for City business within the City limits. Contact the Finance Department to learn the current mileage reimbursement rate.

## **City Vehicles**

Employees may be authorized by their supervisor to drive a City vehicle to perform their job duties. Any employee who operates a City vehicle or a vehicle leased for City business must comply with the City's **Driving Policy**.

## **Cell Phone Policy**

Respectful and responsible use of cell phones at work is permitted so long as employees give their full attention to their work. If use of a personal cell phone disrupts work or causes a loss in productivity, it may result in disciplinary action. The City may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

## Employee Conduct, Health, & Safety

### **Employee Conduct**

Our reputation as a City is based on employees' ability to conduct themselves professionally, responsibly, and ethically. As a representative of the City, you must act in a manner that preserves and enhances public trust.

At all times you must uphold the City's Excellence Through People values: Continuous Improvement, Creativity and Innovation, Customer Driven, Data-Driven, Employee Involvement, Excellence, Fiscal Stewardship, Honesty and Integrity, Leadership, Positive Attitude, Respect One Another, Safety and Wellness, Teamwork and Diversity, Equity, and Inclusion.

Where there is a question about the proper approach to take in a situation, consult your supervisor about the proper action. You should also consider the "Front Page Test": How would you feel and how would the City look if your actions appeared on the front page of the paper or on social media?

### **Workplace Harassment**

The City is committed to providing all employees with a workplace free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of sexual orientation, gender identity, race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by law. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

The City does not consider conduct that violates this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees. Employees violating this policy are subject to discipline up to and including termination.

If you believe you have been subjected to harassment prohibited by this policy, or are aware of harassing conduct involving another employee, you should immediately report that behavior to your supervisor, department head, or to Human Resources. Any employee utilizing this complaint procedure will be treated courteously and as privately as feasible. Any employee who files a good-faith complaint or who testifies, assists, or participates in any investigation will not be subject to retaliation. See the [Complaint Procedure](#) for more information.

See the complete [Harassment Policy](#) for further details.

### **Hostile Work Environment**

Positive working relationships are essential to the teamwork 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: malicious gossip, false allegations or providing false information about an employee, bullying, refusal to communicate (including deliberate failure to share necessary job-related information, avoidance or "shunning"), and any overtly hostile actions, such as yelling, threatening, or physical violence.

The primary focus of this policy is on patterns of behavior. Isolated or occasional incidents of conflict between employees will not ordinarily be subject to sanction unless the violation is considered severe. This policy will 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.

If you believe you have been subjected to a hostile work environment, you should immediately report that behavior to your supervisor, to your department head or to Human Resources. More information can be found in the **Complaint Procedure**. Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.

## Workplace Violence

**Violence in any form, or threat of violence, will not be tolerated!** The prevention of violence, and the reporting and management of critical incidents are shared obligations of all employees and managers. In accordance with this goal, violence, or the threat of violence, by or against any employee of the City or any other person is strictly prohibited and will subject the perpetrator to serious disciplinary action up to and including termination of employment, as well as possible criminal prosecution.

For the purpose of this policy, violence is defined as:

- The use of physical force with the intent to cause harm.
- Acts or threats in any form or manner which are intended to intimidate or cause fear of harm, or which could be construed by a reasonable person as doing so.
- Sabotage, which is 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.

Legitimate use of force by authorized personnel in the performance of their duties (e.g., police officers) is excluded from this policy.

## Weapons Prohibited

Possession, use, or threat of use of dangerous weapons, including firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking. Exception is made when the possession or use of a weapon is a necessary and approved requirement of the employee's City job.

Dangerous weapons are defined in Iowa Code Section 702.7. They include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, stun gun, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

## Employee Safety

Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state, or local law. As a condition of employment, employees are required to exercise due care in the course of their work to prevent injuries to themselves, to their fellow workers and

to the public. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or to the City's Risk Manager in Human Resources.

Violations of recognized safety rules, procedures, or standards, or acting in such a manner as to endanger one's own or another's personal safety, may result in discipline, up to and including termination.

## Accident/Injury Reports

When an employee suffers an injury in the line of duty, the first priority should be to obtain emergency medical care, if such care is required. The employee must immediately report injuries to the Risk Manager and to the employee's supervisor. The report must include the nature and circumstances pertaining to the injury, specifics such as the date, time, and location the injury occurred, and contact information regarding any witnesses involved.

## Drug and Alcohol-Free Workplace

The use of, and/or being under the influence of controlled substances on the job is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, it is the policy of the City to maintain a drug-free workplace, where alcohol or controlled substances are not allowed. An exception exists for Police Department employees whose duties require possession of drugs and/or possession or consumption of alcohol in the course and scope of job duties (i.e., undercover assignments). Alcohol may only be consumed in the course and scope of a Police Department employee's job duties with prior specific approval by the Chief of Police or designee.

Controlled substances are drugs in any unauthorized form as defined in Sections I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances. The unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official City business. Employees must report a conviction to their department head within five (5) work days after conviction. Failure to do so may result in discipline, up to and including termination.

## Drug and Alcohol Testing Policy

The City's Drug and Alcohol Testing Policy was adopted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and the regulations issued by the U.S. Department of Transportation, which requires drug and alcohol testing of employees who are required to perform safety-sensitive functions in connection with the operation of a commercial vehicle and who must possess a Commercial Driver's License in order to do so.

In addition, the City may test non-CDL employees in the event of reasonable suspicion or post-accident in accordance with the [Drug and Alcohol Testing Policy for non-CDL Employees and Volunteers](#).

## Incompatible Activities

Employees may not engage in any activity or enterprise which is incompatible with their job duties and responsibilities; with the responsibilities, functions and mission of their department; or with other interests of the City. Any employment, activity, or enterprise will be considered incompatible with City employment if it:

1. Involves the personal use, whether for financial gain or not, of the City's time, facilities, equipment, or supplies, or the badge, uniform, prestige, or influence of a City office or employment; or
2. Involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the City for performance of an act which the employee would be required or expected to render in the regular course of City employment or as part of the duties as a City employee; or
3. Involves the performance of a non-work-related act by a City employee which may later be subject, directly or indirectly, to control, inspection, review, audit, or enforcement by such employee or the employing agency. If an employee has responsibility for inspection, enforcement, or other official City actions, and the employee has close or extended family members whose personal or business activities are subject to inspection, enforcement, or action by that employee, the employee must: 1) disclose such relationship to their supervisor, and 2) recuse themselves from participating in inspections, enforcement, or other actions related to that close or extended family member.

## No Smoking, Smokeless Tobacco, or e-Cigarettes

The use of smoking and smokeless tobacco and electronic cigarettes is prohibited in all buildings, facilities, vehicles, and equipment owned or operated by the City, as well as on all public grounds and parking lots. City employees who visit private property to conduct their work activities may not smoke or use smokeless tobacco or electronic cigarettes while working.

Smoking and the use of smokeless tobacco or electronic cigarettes may only take place while the employee is on a break and in areas where such use is permitted. Violations of smoking, smokeless tobacco, and e-cigarette regulations may result in discipline, up to and including termination.

## Discipline and Grievances

### Disciplinary Action

Discipline will be administered for infractions of City policies, regulations, management goals, and other guidelines as set forth by the City. Disciplinary action may be in the form of a verbal warning, written reprimand, demotion, suspension, or discharge.

Discipline is generally administered in a progressive manner and is cumulative in nature. The basic purpose of progressive discipline is to provide an employee the opportunity to modify behavior to conform to the City's standards of performance or conduct. However, the City is not required to follow all the steps of progressively serious discipline in every case. The seriousness of the offense and the record of the employee will be judged on their own merits, and discipline applied accordingly.

Disciplinary action, up to and including termination, may result from factual information gathered from either an internal investigation or a criminal investigation and conviction. In addition, employees may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment. See the complete Discipline Policy for further details.

### Grievance Procedure Overview

The purpose of grievance procedures is to fairly and efficiently resolve disputes regarding the interpretation or application of employee policies. Matters covered by a collective bargaining agreement are subject to the grievance procedures contained in that agreement. Employees are assured freedom from retaliation for using the grievance procedure.

Grievances may be initiated only by the affected employee. However, the employee may request the assistance of another person to prepare and/or present the employee's case. There are important time limits for pursuing a grievance throughout the process.

If you have a problem or complaint, first try to settle it through discussion with your immediate supervisor as soon as possible. If you do not believe the problem has been satisfactorily resolved after this discussion, you may discuss it with your supervisor's immediate supervisor or department head.

If you are not satisfied with the result of the departmental discussion, you may proceed with a written grievance, which has four potential steps:

- Step 1      Review by your immediate supervisor
- Step 2      Review by your supervisor's supervisor
- Step 3      Review by the department head
- Step 4      Review and final decision by the City Manager or designee.

Written grievances can be submitted by using the Employee Complaint Procedure and Form.

## Separation

### **Voluntary Separation**

For any voluntary separation, employees are expected to give as much notice as possible. A two-week written notice is the minimum, but employees in certain critical roles are asked to give at least one month notice.

Retiring employees may apply for retirement benefits through the appropriate retirement system. Employees retiring under the IPERS or MFPRSI systems must meet the retirement criteria through their respective system. An employee covered by the utility retirement plan must be at least 55 years of age and have 8 years of service with the City to be eligible to receive a retirement sick leave payout and continue under the City's health insurance plan as a retiree.

Exit Questionnaire. Employees leaving the City will have the opportunity to complete a voluntary exit questionnaire and/or meet with a representative of the Human Resources Department prior to separation. Information provided will help the City in creating an enjoyable and stimulating work environment and ensuring the City's competitiveness in the job market.

### **Involuntary Separation**

Discharge during the employee's probationary period is without right to appeal as provided in the Grievance Policy and, in the case of Civil Service employees, as provided by Iowa Code Chapter 400. Disciplinary discharges shall be in accordance with the Discipline Policy. When employment separation is due to appropriate disciplinary action, no advanced notice is required. Temporary employees, including seasonal, may be discharged for any lawful reason without right to appeal. In instances where a reduction in force occurs, the Reduction in Force Policy applies.

## Glossary

The following terms are defined as follows for purposes of this Handbook as well as any separate City policies, except where a policy includes a different definition:

**Applicant**—a person who has completed an application and/or other processes required to be considered for employment.

**At-Will Employment**—a legal term meaning that either the employee or the employer may terminate the employment relationship at any time for any reason or for no reason.

**Callback**—when an employee is called back to work after having been released from the regular day's work, or called in for unscheduled work before their regular starting time of any day.

**Civil Service**—all regular full-time positions of employment in the service of the City except those exempted by Section 400.6 of the Code of Iowa.

**Class**—all positions sufficiently similar in duties, authority and responsibility to permit grouping under a common title and application of common standards of selection, transfer, promotion, and salary.

**Close Family Member**—a member of the employee's household, current or former dependents, or an individual who had a close role in raising the employee as a child. An employee who claims that an individual is a close family member for the purposes of accessing leave benefits may be required to support their claim with evidence.

**Compensation**—total salary, wages and benefits earned by or paid to any employee by reason of City employment.

**Compensatory Time-Off**—time off from work in lieu of monetary payment for overtime worked.

**Employee**—a person who is employed by the City and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards and commissions, volunteers, contractors, and employees of contractors.

**Extended Family Member**—a relative of an employee, whether by blood, marriage, or adoption, who is not considered a close family member.

**Leave**—an approved absence from work as provided for by this Handbook.

**Overtime**—authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act, in a collective bargaining agreement, or elsewhere in these Policies and Procedures.

**Reduction in Force**—the involuntary, non-disciplinary separation of an employee from a position because of a reduction in the number of positions. Layoff.

**Regular Employee**—an employee whose position has been authorized by the City Council, and whose normal work schedule is at least 20 hours per week. Regular employees are entitled to benefits such as leaves and insurance.



## Statement of Receipt

***Please read and sign the Statement of Receipt and return it to the Human Resources Department for your official personnel record.***

I have received my copy of the Employee Handbook which outlines employee policies and procedures for the City of Ames. I understand additional policies exist, many of which are referenced in this Handbook. I understand I am responsible to familiarize myself with this Handbook and with all other applicable policies and procedures that govern my employment.

These policies and procedures affect all City employees. If I work under a collective bargaining agreement, I understand that policies and procedures may be different and, where the collective bargaining agreement and this manual have different provisions, the collective bargaining agreement will apply.

I understand that nothing in the Employee Handbook is considered as either an explicit or implicit employment contract between the City and me. In the absence of law or legal contract, employment with the City of Ames is terminable at the will of the employer. In addition, I may terminate my employment with the City at any time.

I also understand that the City may change, rescind, or add to any policies and procedures described in the Employee Handbook or the Policy Library at its discretion. The most current version of this Employee Handbook and other applicable policies and procedures can be obtained from <https://extranet.cityofames.org/myhr/>

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Printed Name

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Signature

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Date

By signing underneath, I acknowledge that the City's policies and procedures may be changed at any time, and I agree to be bound by any such changes.

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Signature

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Date

By signing underneath, I specifically acknowledge receipt, review, and understanding of the City's Drug and Alcohol Policy.

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Signature

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Date

By signing underneath, I acknowledge receipt, review, and understanding of the City's Harassment Policy.

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Signature

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Date

## **Personnel Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 20, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Personnel Policy as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary

## **APPENDIX T**

### **LIBRARY FEES & CHARGES**

#### **Standard Charges**

Adult and Youth Materials and Equipment (except magazines) .....	Cost of item
Magazines .....	\$5.00
Map Inserts in Travel Books .....	\$2.00
CD Insert in Book .....	\$10.00
Media/Special Packaging or Liner Notes .....	\$5.00
Replaceable Part From a Set .....	Cost of part
Irreplaceable Part From a Set .....	Cost of item/set
Repairable Damage to an Item.....	\$2.00
Referral to Debt Collection .....	\$10.00

Note: Borrowing privileges are suspended when charges on an account reach \$25.

#### **Other Charges**

Fax, per page .....	<u>\$1.00</u> <u>0.50</u>
Photocopy/print, per page, black & white .....	\$0.10
Photocopy/print, per page, color .....	\$0.50

## **City of Ames Appendix T**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 20, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the City of Ames Appendix T as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary



# Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

Revised: 12/16/2004, 9/15/2005, 9/21/2006, 11/15/2007, 3/18/2010, 11/15/2012, 10/15/2015, 10/18/2018

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Ames Public Library provides a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes. Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement, if necessary.

Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Customers who observe misconduct should avoid confrontation and immediately notify Library staff.

## Definition

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use Library materials, services and premises.  
*[The term "premises" includes: inside and outside areas of Library property and the Bookmobile.]*
- Interferes with the ability of Library staff to conduct Library business, or
- Threatens the safe and comfortable environment of the Library or the safety of any person on Library premises.

Misconduct may include, but is not limited to the following:

- Violation of any Library policy or any municipal, state, or federal law or code.
- Possession, use, or threat of use of dangerous weapons, including all firearms.
- Refusing to comply with the directive of a Library staff member.
- Willfully annoying, harassing, or threatening any person on Library premises.

*[According to the Iowa Code, a person commits harassment when the person purposefully and without legitimate purpose has personal contact with another person with the intent to threaten, intimidate, or alarm that other person. Personal contact means an encounter in which two or more people are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts.]*

- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Using electronic devices at a volume that is disruptive to others.
- Using abusive or profane language.
- Violating indecent exposure laws.
- Inappropriately touching oneself or others.
- Using tobacco products, vaping products, or e-cigarettes on the premises.
- Using alcohol or possessing an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage on the premises.
- Using false identification or using a fictitious name or address.

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using sports equipment such as skateboards or in-line skates on the premises.
- Parking bicycles anywhere other than in the provided bicycle racks.
- Leaving bicycles in bicycle racks overnight.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling outside of a meeting room, unless authorized by the Program Policy or Director.
- Panhandling on Library premises.
- Busking without registering and receiving an identification badge from the City Clerk's Office.
- Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
- Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
- Not wearing shoes.
- Entering the Library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.

*[Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” It also states that “the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.” In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*

- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing, shaving, or laundering clothes.

## Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Customers who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.

- Customers who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately.
- If necessary, the designated Person In Charge may call the police.

Customers who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library or served with a Trespass Notice.

## References

American Library Association: [“Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage.”](#)

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136

[ADA Requirements: Service Animals](#)

[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)

Dangerous Weapons, [§702.7](#)

Disorderly Conduct, [§723.4](#)

Assault, [§708.1](#)

Harassment, [§708.7](#)

Harassment of Public Officers, Employees, [§718.4](#)

Willful Disturbance, [§718.3](#)

Iowa Smokefree Air Act, [§142D.3](#)

Intoxication, [§123.46](#)

Theft, [§714.1](#)

Trespass, [§716.7](#)

Criminal Mischief, [§716.1](#)

Indecent Exposure, [§709.9](#)

Unlawful Assembly, [§723.2](#)

Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

[Miscellaneous Offenses](#), Skateboards Prohibited in Certain Locations, Waiver, §17.28

Library Policies:

[Internet Use](#)

[Meeting Rooms and Study Rooms](#)

[Petition](#)

[Programs](#)

[Unattended Child](#)



# Art Collection Policy

Section: Administration

Approved: 9/17/2015

Reviewed: 1/17/2019

Revised: 1/21/2016

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Ames Public Library collects and displays artwork to connect Library visitors to the world of ideas through works of art.

## Authority

The Art Committee is a committee appointed by the President of the Library Board of Trustees. The committee's duties are to periodically:

- review gifts of art donated for the Library's art collection;
- make recommendations on purchase, selection, or deacquisition of artwork; and
- advise Library staff on placement and duration of displays of artwork from the library collection.

The Art Committee is not empowered to finalize proposals or decisions unless specifically authorized by action of the Board of Trustees. The Board of Trustees retains the right to accept or refuse any donation, as detailed in the [Donations Policy](#).

Display of artwork not owned by the Library is governed by the [Display Spaces Policy](#).

## Focus

Ames Public Library's collection of artwork shall focus on:

- art related to books;
- art influenced by the written word;
- art about changing forms of communication; and
- art with local significance.

Preference may be given to local or regional artists.

Addition of works outside these parameters will be reviewed on a case-by-case basis.

## Acquisition Guidelines

Objects may be added to the collection by means of gift, bequest, purchase, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library. All objects acquired by Ames Public Library shall become the sole property of Ames Public Library and shall not be encumbered or restricted. Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

The committee may recommend acquisition by purchase or acceptance of donation, subject to the following guidelines:

- artistic merit;

- general appropriateness for a library;
- availability of space in the library building for the piece;
- the Library's ability to provide proper care, including conservation, maintenance, security and storage; and
- the [Ames Public Library Donations Policy](#) guidelines.



# Volunteer Services Policy

Section: Administration

Approved: 2/21/2008

Reviewed:

Revised: 2/17/2011, 3/20/2014, 2/18/2016, 1/17/2019

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Ames Public Library (APL) will utilize volunteers in order to enhance library services, programming and resources.

The Library will not be dependent on volunteers for daily operations. Volunteers will not replace or displace employed staff.

## Definitions

- Adult Volunteers: Individuals who are 18 years of age or older.
- Youth Volunteers: Students in 5<sup>th</sup> through 12<sup>th</sup> grades.
- Regular Volunteers: Individuals who are assigned long term, ongoing tasks in which shifts are scheduled on a regular weekly, biweekly, or monthly basis.
- Ad Hoc Volunteers: Individuals or groups who volunteer for a single event or short term basis without intention or consideration of long term placement.
- Community Service Program: Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or APL.
- Fine Alternative Program: This program is offered to library patrons who would like to volunteer in order to reduce their library fines.

## Eligibility

Adults and students in 5<sup>th</sup> grade or older may participate in Volunteer Services programming, with the following exceptions:

- Groups of children younger than the 5th grade who are completing a service learning assignment through school or another organization. Adult supervision from the school or organization may be required.
- A child younger than the 5th grade accompanied by his/hertheir parent, grandparent, or guardian.

## Application Process

Volunteers will complete an application and agree to the terms stated in the guidelines. Applicants under the age of 16 are required to have a parent or guardian sign the application and agree to the terms stated in the guidelines

Volunteers will also complete an interview with the Volunteer Services Coordinator or designee.

Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity they are participating in.

## **Background Checks**

Volunteer applicants 18 years of age and older will be subject to a background check. Background checks may be repeated during the volunteer's tenure at APL.

All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Volunteer Services Coordinator and leadership staff.

- Applicants with a criminal history will only be accepted if the designated staff determines that the placement of that applicant will not jeopardize the safety of APL patrons and staff or the integrity of APL resources.
- Any applicant with a history of crimes against a minor will automatically be denied volunteer placement.
- A volunteer or applicant under investigation for or charged with crimes against a minor will be suspended or disqualified from volunteering until the issue is resolved.

Ad Hoc Volunteers may not be subject to background checks.

## **Documentation**

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure, if required; results of probationary period; and progress notations.

Additionally, APL staff will maintain records of each volunteer's hours of service and job performance.

## **Volunteer Placement**

All new Regular Volunteers at Ames Public Library will be assigned a task or activity according to their interests, skills, and APL needs. Placement may be contingent on a valid driver's license and the results of a background check.

Ad Hoc Volunteer assignments will be limited to low-risk activities, as determined by the Volunteer Services Coordinator and leadership staff.

## **Probationary Period**

Volunteers will be subject to a probationary period as determined by each workgroup and/or immediate supervisor. Continued volunteer service at APL is contingent on the successful completion of this probationary period.

## **Supervision**

All volunteers are under the supervision of the Volunteer Services Coordinator. Volunteer workflow, training and performance evaluation may be conducted by other designated APL staff. The Volunteer Services Coordinator will be responsible for designating a trainer who will directly oversee the volunteer's performance.

## **Dismissal**

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The library staff reserves the right to dismiss a volunteer at any time.

## **Staff as Volunteers**

Library staff, or former staff, may be eligible to volunteer under the following circumstances:

- The volunteer work is being performed under the umbrella of a separate Library organization (e.g. APL Friends Foundation).
- The volunteer is serving as a representative of an outside organization (e.g. ISU) which is participating in an event sponsored by the Library.
- Former staff members have not been employed by the Library for a period of at least three months and are not assigned to their previous job responsibilities.