

IV. PERSONNEL POLICY

A. Vacancy, Recruitment, and Appointment

1. The Library Board of Trustees is responsible for employing a part-time Library Director.
2. When a vacancy occurs, the Board will advertise the position in the local newspaper, post the vacancy notice in public places in the city of Cushing, and put a flyer in the statement for city services, when possible.
3. Interested parties will need to submit a letter of application, a current resume, and three references to the City Clerk or the chair of the Library Board.
4. The Board will review the applications and schedule interviews with potential employees.
5. As part of the selection process, the Board will check the employment references of all prospective employees.
6. The Board will make a recommendation for the position on the basis of qualifications to the Cushing City Council.
7. The City Council must approve the appointment of the Library Director.

B. Qualifications for Position of Library Director

See the **Job Description for the Library Director**, which is included in this chapter of the Policy Book.

C. Discrimination Statement

The City of Cushing is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, gender, color, age, creed, or religious affiliation. Any employee who feels that s/he has been the object of discrimination should contact his/her supervisor and should begin the staff grievance procedure (**See Section H of this chapter.**)

D. Employment Guidelines with the City of Cushing

1. The Library Director is a city employee and will follow the general guidelines as set for all city employees by the Cushing City Council.
2. There are no insurance benefits or paid holidays for any part-time city employee.

There are specific holidays on which the library is closed. **(Refer to the Circulation Services section of Chapter II: Library Operation in this Policy Book.)**

3. Unpaid vacation is allowed.
4. The Library Director is responsible to find his/her own substitute selected from the list that has been approved by the Board of Trustees. This applies to vacation time, sick leave, jury duty, and emergency leave. The substitute list will be comprised of people who are willing to volunteer their time to fill the need for substitutes at the library.
5. The Cushing City Council determines the salaries for all city employees. These salaries will be reviewed annually.
6. The library director will be reimbursed for mileage, meals, and registration/tuition for attending classes and workshops.

E. STAFF CONDUCT

1. The personal appearance of an employee shall be one which displays pride and professionalism to correspond with the position held. Extremes of any sort should be avoided. Sweats, tube tops, and any clothing that bares the midriff are examples of clothing to avoid. It is impossible to cover all contingencies of dress in a policy book so questionable attire should be cleared in advance with the Board of Trustees.
2. Being on time is a requirement for any library employee.
3. Telephones are provided for business purposes. Incoming personal calls should be avoided unless there is an immediate family concern.
4. Any conversation, which is not concerned with library business, is to be kept to a minimum. At no time should a patron be kept waiting while an employee finishes a personal conversation.
5. Library employees must be courteous, tactful, and pleasant at all times.

F. RESIGNATION AND RETIREMENT

A library employee wishing to resign or retire from employment must notify the Board of Trustees in writing as soon as practicable. The library requests a minimum notice of two weeks.

G. TERMINATION

An employee of the Cushing Community Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally, termination would be a final step which would follow: (1) a substandard performance appraisal, (2) verbal and/or written warnings, (3) suspension, and/or (4) extended probation.

The Board of Trustees wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Cushing Community Library reserves the right to dismiss an employee without notice in cases involving theft, drug, or alcohol abuse, criminal activity, or other instances of significant misconduct.

H. GRIEVANCE PROCEDURES

1. It is the intent of the Cushing Community Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and condition of the position, relationships with the Board, and library rules as they apply to the employee.
2. A concern or grievance should follow the procedure below:
 - If possible, discuss the problem with the president of the Board of Trustees.
 - If necessary, submit the concern in writing to the Board of Trustees. The board president, will in turn, present the concern, during closed session to the full board at the next board meeting.
 - The board's representative will respond to the employee within five days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

I. JOB DESCRIPTION: LIBRARY DIRECTOR

Adopted by Board of Trustees: 03/13/07
Reviewed/Revised: 6/ 08/10; 07/09/13; 06/14/16; 05/14/19