

## **Dr. Grace O. Doane Alden Public Library Personnel Policy**

The Dr. Grace O. Doane Alden Public Library is a department of the City of Alden, Iowa. The Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, The Americans with Disabilities Act, fair employment practices, and other federal, state, and local legislation concerned with employment and hiring practices.

### **Performance Evaluations and Salary Increases**

New employees are generally hired at the base level of the salary range. When approved by the library director and Board, new employees may enter at a higher salary based on exceptional experience, education, or other appropriate factors.

Upon completion of a satisfactory performance evaluation, an employee will be considered for a raise.

Employees must give two weeks' written notice in order to leave in good standing. Employees who leave in good standing will be eligible for rehire. An exit interview will be scheduled with the director on the last day of employment. All library property, including keys, must be returned before they receive their final paycheck.

### **Employee Termination**

Employees may be terminated for substandard work without notice. Serious offenses, such as theft, use of drugs or alcohol while at work, and physical assault, may result in immediate dismissal.

If budget cuts necessitate a reduction in staffing, the director will determine where those cuts can be made that will create the least overall negative effect on library services. The director's plan must be approved by the Board.

### **Code of Ethics**

Public employees are held to a high standard of ethical behavior.

### **Dress Code**

In order to maintain a public image consistent with a professional organization, it is expected that each staff member's dress and grooming will be appropriate and in keeping with his or her work assignment.

### **Discounts on Staff Book Purchases**

Library staff members may order books and other library materials for personal use at a library's discount. Payment must be made, by check or cash within one week after the item is received.

**City of Alden Employee Handbook shall legislate all other personnel policy matters.**

**Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**2004**

**January 2020**

**2008**

**February 2023**

**2013**

**February 2016**