

**Latah County Library District
Personnel Policy
Approved September 2004
Revised March 2007, November 2008, March 2010
Policy reviewed annually**

2.0 BASIC POLICIES AND HIRING

2.1 Definitions

- 2.1.1 PROBATIONARY STAFF: A person who is still in the period of time, defined by the position, during which the staff person can be terminated without cause. The probationary periods are defined in policy 2.4.2.
- 2.1.2 REGULAR FULL-TIME STAFF: A person who is scheduled to work 40 hours per week. All staff in these positions receive full benefits.
- 2.1.3 REGULAR PART-TIME STAFF: A person who is regularly scheduled to work between 20 and 39 hours per week. All staff in these positions receive pro-rated benefits.
- 2.1.4 SALARIED STAFF: A staff person hired as a Manager or as Director who receives a monthly salary.
- 2.1.5 HOURLY STAFF: All non-management staff will be paid for the number of hours worked in each pay period, earned holiday hours, annual and sick leave taken. Hours worked and reported on time sheet shall not exceed authorized number of weekly hours. Any exceptions must be authorized by the supervisor prior to working the extra time.
- 2.1.6 EXEMPT STAFF: The Director and full-time managers are classified as exempt. These positions are not eligible for overtime pay.
- 2.1.7 NON-EXEMPT STAFF: All other positions are classified as non-exempt and are eligible for overtime or compensatory time as defined by the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/index.htm>) and this policy.
- 2.1.8 SUBSTITUTES: Substitute positions are not advertised nor are they hired in the sense that regular staff are hired. Substitutes receive no benefits.
- 2.1.9 The terms JOB and POSITION are used interchangeably.

2.2 Roles

- 2.2.1 BOARD OF TRUSTEES: To employ and evaluate a library director or library director team to administer the library; establish bylaws for its own government; establish policy; create job descriptions, personnel policies, and compensation packages for personnel; establish annual budget and oversee financial management of library. For a complete list see "*Idaho Library Law 33-2720. Powers and duties of the board of trustees*".
- 2.2.2 DIRECTOR: The Library Director shall be the executive officer of the Library on behalf of the Board of Trustees and shall function under their review and direction. The Director is responsible for the effective management of the Library District according to Board policy.
- 2.2.3 MANAGERS: Each position's responsibility is identified in individual position descriptions.
- 2.2.4 STAFF: Each position's responsibility is identified in individual position descriptions.

2.3 Selection

- 2.3.1 DIRECTOR: The selection of the Library Director is the responsibility of the Library Board of Trustees.
- 2.3.2 MANAGERS: A search committee selected and chaired by the Director will take part in the hiring process. Hiring guidelines developed by the Management Team will be followed. The final hiring decision is made by the Director.
- 2.3.3 ALL OTHER STAFF: A search committee, selected by the Director and chaired by the position's supervisor, will take part in the hiring process. The supervisor will make a hiring recommendation to the Director, who must approve the selection. Hiring guidelines developed by the Management Team will be followed.

2.4 Probation

- 2.4.1 Probation is that initial period of employment granted to all staff during which the employee's fitness for a particular position is determined.

An employee may be released at any time during the probationary period after a documented negative review. The documentation of the negative review will be placed in the employee's file and a copy will be provided to the employee as a record of notification of a negative review.

An employee's supervisor will confer with the Director prior to any action being taken with a probationary employee.

If the decision is made during probation to release the Director or a manager, one-month notice must be given. All other employees may be given a two-week notice. A person may be immediately relieved of duties even while receiving pay during this period.

2.4.2 Probationary Periods Defined

DIRECTOR: One year. During the first year of employment, there will be a six-month performance review and a performance review before the anniversary date of employment. The Board of Trustees conducts all reviews.

MANAGERS: One year. During the first year of employment, there will be a six-month performance review and a performance review before the anniversary date of employment. The Director conducts all reviews.

ALL OTHER STAFF: Six months. An employee is on probation for the first six months in any position they hold. During the first 6 months of employment there will be a 3 month oral performance review, with a written performance review prior to the 6 month anniversary. The evaluation will be conducted by the employee's supervisor.

2.5 Continued Employment

Following the satisfactory completion of the probationary period, the regular employee will not be terminated without cause. Cause is defined as performance or behavior problems or a bona fide financial exigency.

Continuing regular employment status is maintained upon sustained satisfactory job evaluation and is formally checked at each annual review. If performance or behavior problems arise between formal evaluations they will be dealt with using progressive discipline as described in Policy 6.2.

Continuing regular employment does not mean that a job description may not be changed. If such a change takes place, the District will

make every effort to involve the employee in planning for change and maintaining salary levels.

2.6 Conditions of Employment

All new employees will be provided with a copy of the Personnel Policy to read. The official copy of the Personnel Policy can be found in Tier 3 on the District's Domain Server. The Personnel Policy is also posted on the library website www.latahlibrary.org under About Us.

Employees shall not seek office on the District's Library Board while working for the District. Conversely, a trustee shall not seek employment with the District.

Involvement in **political activities** shall be limited to those activities that do not adversely affect the efficiency of the District operation, the District's image in the community, or the harmony of staff working relationships. As examples, an employee shall not use her/his influence as a District employee publicly in campaigns; shall not circulate political or other materials during regular working hours at the library; or wear campaign dress buttons, armbands, T-shirts, etc. during regular working hours at the library. This shall not be construed as preventing employees from becoming or continuing to be members of any organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom.

Acceptance of any consideration given to an employee with the expectation of influencing the employee in the performance of his or her duties is considered a **conflict of interest** and will be grounds for disciplinary action.

It shall be the duty of any employee being offered any consideration to immediately inform his or her supervisor of the details concerning such consideration. The supervisor has the responsibility to determine the disposition of such considerations.

Establishing a profit-making relationship between the library and a company represented by a library employee, library board member, or the relative of a library employee or library board member may be perceived as a conflict of interest. Formal procedures, including a bid process, shall be used before such a relationship is established.

A member of a staff person's immediate family (spouse or person similarly situated, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage) may not work directly for the staff person. Nor shall they work in a position that may, in a significant way, allow them to unduly influence library operations or policy.

Selling non-library-sanctioned goods or services to the general public during work time is prohibited.