

Title 4:
Chapter 2:

Personnel
Unique Library Policy

04-02-01 Floating Holiday

- a) *The City of Two Rivers Personnel Policy Manual* states that the Friday following Thanksgiving shall be a "regular paid holiday observed by the City". Because the library must be open on this day, full-time non-union library employees will be given a floating holiday in place of this regular holiday. The floating holiday may be taken any time during the calendar year as the regular holiday. Floating holidays may not be carried over from year to year. Employees do not have the option to take an extra day pay in lieu of a floating holiday.

04-02-02 Evaluating the Performance of the Director

- a) The Library Director shall be given an annual performance appraisal in the month of hire by the Library Board. This appraisal shall follow a format agreed to by the Library Board.

04-02-03 Overdue Fines

- a) Library staff is exempt from paying overdue fines for use of library material. The Director may, with warning, withhold this benefit from those who continuously abuse the privilege. Staff is not exempt from paying for lost or damaged material.

04-02-04 Purchase of Material

- a) Library staff may not purchase books or other materials at a discount from library vendors. This practice is prohibited both by City Policy and State ethics rules governing public employees.

04-02-05 Non-Union Employee Grievances

- a) The Lester Public Library recognizes that some problems may not be satisfactorily resolved through informal and open discussion. Therefore, a formal grievance procedure has been established to provide each non-union employee an opportunity to present a written grievance for consideration and reply, without fear of reprisal.
- b) A grievance is a written personal appeal presented by an employee to change a management decision or administrative practice affecting his or her work, working conditions or employment status. The grievance must state the reason for the belief that unfair or unequal treatment has resulted from the decision or practice.

- c) Process:

1. The employee must submit a written grievance to their Supervisor within five working days of the event or occurrence. The Supervisor has five working days to review and reply to the grievant.
2. If the problem has not been resolved at step 1, or a decision has not been rendered within the stated time limit, or if the Library Director is the employee's supervisor, the grievant may request an investigation by the Library Director by notifying the Library Director in writing within five working days of the supervisor's reply or of the event or occurrence. A written reply will be rendered within five working days to the grievant.
3. If the problem still remains unresolved, the grievant may request a committee of the Board of Trustees to consider the grievance. A written request for appeal to this committee must be made through the President of the Library Board of Trustees within ten working days from the date of the reply of the Library Director. Three members of the Board of Trustees, to be appointed by the President of the Board, shall act as a grievance committee. During the review process the committee shall review all documentation of the grievance proceedings and may request additional evidence or testimony. After the review, and within sixty days of receiving the written request, the committee shall approve, modify or disapprove the Library Director's recommendation. A report, including any recommendations for Board action, shall be given to the full Board of Trustees at the next scheduled meeting and a written reply mailed to the grievant.

04-02-06 Part-time Business Manager Position Benefits

- a) The part-time Business Manager is a non-union position. In matters of pay and benefits this position will be provided the same pro-rated benefits as part-time union employees according to the Labor Agreement with Two Rivers Library Employees Local 76, A.F.S.C.M.E., AFL-CIO. In other matters this position will be considered a non-union employee.

Approved 12/10/02
(Revised 2/10/09)