Clarion

Public

Library Personnel Policy

Purpose

The Personnel Manual of the City of Clarion shall apply to all Library employed, except as modified by action of the Library Board of Trustees. The manual is intended to guide and direct staffing and personnel management.

Director

The Clarion Public Library Board of Trustees hires the Library Director and determines the salary upon hiring. The Director shall be evaluated annually by the Library Board of Trustees. Vacation and sick leave will be issued in accordance with the City of Clarion Personnel Manual.

Staff

The Library Director hires staff members and determines the hourly rate upon hiring. Annual raises for staff will be at the same percentage rate as that of other City personnel, unless otherwise determined by the Director and approved by the board. The Library Director supervises and annually evaluates the library staff.

Paid holidays for staff averaging 30 hours or more per week are: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.

Staff working an average of twenty hours or more per week are entitled to vacation, two personal days, and a floating holiday as stated in the Clarion Public Library Vacation Policy.

Training and Expenses

Continuing Education is required to help library staff acquire, maintain and develop skills to provide the best service possible to our community. State Library of Iowa has educational programs that offer in person training and webinars. The Library may be closed for staff training when necessary. Director approved training will be paid for by the Clarion Public Library as well as travel and meal expenses occurred, as established by the City of Clarion Personnel Policy. Other expenses incurred are to be determined by the Clarion Public Library Board.

Revised by the Clarion Public Library Board of Trustees, January 13, 2020.