

VII. Personnel

A. Management:

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in Wisconsin Statutes, Chapter 43.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff with the cooperation of the director.
3. The library board is responsible for the negotiation and granting of contracts for full time library staff.
4. The library board shall provide an effective orientation for new directors to assure that the director understands:
 - a) The policies and processes related to the daily operation of the library
 - b) Reporting and budgetary requirements that assure accountability and compliance with the law
 - c) The expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings
 - d) Rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
5. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administration:

The person appointed as library director shall be charged with administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and

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assist trustees with presentation of the adopted request for appropriation to the municipal governing body.

3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments and current job descriptions for library staff.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, cataloging/processing, and weeding of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

C. Health Insurance:

The Bloomer Public/G.E. Bleskacek Family Memorial Library offers health insurance through the City of Bloomer, as found in the City of Bloomer Employee Handbook.

D. Holiday:

The following shall be observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day and New Year's Eve.

If a holiday falls on a Saturday or Sunday, the Library Board reserves the right to determine the day on which the holiday will be celebrated at the discretion of the library director.

E. Vacation:

The Bloomer Public/G.E. Bleskacek Family Memorial Library offers one (1) week of vacation to employees during their first year of employment after they have successfully completed their six month probation period.

All other vacation benefits and schedules are the same as the City of Bloomer, as found in the City of Bloomer Employee Handbook.

F. Sick Leave:

The Bloomer Public/G.E. Bleskacek Family Memorial Library follows the City of Bloomer's Sick Leave policy, as found in the City of Bloomer Employee Handbook.

G. Bereavement Leave:

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The Bloomer Public/G.E. Bleskacek Family Memorial Library follows the City of Bloomer's Funeral Leave policy, as found in the City of Bloomer Employee Handbook.

H. Leave of Absence (Including Maternity/Paternity)

The Bloomer Public/G.E. Bleskacek Family Memorial Library follows the City of Bloomer's Family/ Medical Leave policy, as found in the City of Bloomer Employee Handbook.

I. Military Leave:

All military leave will be granted in accordance with federal and state laws, as found in the City of Bloomer Employee Handbook.

J. Jury Duty:

The Bloomer Public/G.E. Bleskacek Family Memorial Library follows the City of Bloomer's Jury Duty policy, as found in the City of Bloomer Employee Handbook.

K. Work Schedule Policy:

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

L. Meetings, Conventions, and Workshops:

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

Library employees will be reimbursed mileage at the current IRS rate when going to and from a function for the library when using their own vehicle. Employees will also be paid up to their regular hours for their time.

M. Discipline:

An employee of the Bloomer Public/G.E. Bleskacek Family Memorial 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, ~~and~~ inattention to assigned duties, or unapproved absences from work.

1. 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.
2. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

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3. The Bloomer Public/G.E. Bleskacek Family Memorial Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.
4. While notice of intent to terminate can be expected, the Bloomer Public/G.E. Bleskacek Family Memorial Library reserves the right to dismiss an employee without notice in cases involving probationary period, theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

N. Resignation and Retirement:

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable or as stated by contract. The library requests a minimum notice of four weeks.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated.

O. Grievance Procedure:

It is the intent of the Bloomer Public/G.E. Bleskacek Family Memorial Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedures cited in binding contracts or as written below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the library board.
2. If the director is part of the problem, the concern/grievance should be submitted in writing to the Library Board president. The president will present the concern to the director and/or Library Board as necessary.
3. The board's representative will respond to the employee within seven (7) 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.

P. Equal Opportunity Employment:

It is the policy of the Bloomer Public/G.E. Bleskacek Family Memorial Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

Q. Drug-Free Workplace:

Amended 8/4/2010; 02/04/2015;
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In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Bloomer Public/G.E. Bleskacek Family Memorial Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

R. Sexual Harassment:

Harassment on the basis of sex is a violation of Title IX (federal law) and Statute 111.36(b) (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Bloomer Public/G.E. Bleskacek Family Memorial Library.

The Bloomer Public/G.E. Bleskacek Family Memorial Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

S. Probationary Period:

The probationary period is an integral part of the introduction process for at-will employees and is used to closely observe the work of new employees and determine whether they will be able to effectively carry out the duties and responsibilities of their position. Newly hired and promoted employees shall serve an initial probationary period of 6 months, at which time they are required to demonstrate the knowledge and skills outlined in their job description. At the end of the 6 months, the director will evaluate the employee and recommend to the library Board of Trustees whether or not the employee will continue. The director may extend the probationary period if additional time is deemed necessary to adequately evaluate the employee's abilities in relation to the job. The probationary period shall not exceed 1 year.