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| Addendum to the City of Columbus Personnel Policies and Procedures Handbook |
| Columbus Public Library |
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| Approved by Library Board of Trustees |
| 6/18/2013 |

Revised 6/21/2016

**OUR MISSION AS COLUMBUS PUBLIC LIBRARY EMPLOYEES**

The mission of the Columbus Public Library (here after referred to as Library) is to provide quality informational, educational, cultural and recreational materials and services to all Columbus-area residents.

The general goals of the Library include the support of the Library Bill of Rights written by the American Library Association and the Freedom to Read Statement, adopted by the ALA Council and AAP Freedom to Read Committee.

Numbered sections correspond with the City of Columbus Personnel Policies and Procedures Handbook, revised and adopted 3/5/13. Sections below are the only sections of the Policies that differ in any way from those of the City. If it is not mentioned below, City policies prevail.

When, in City Policies, the City Administrator (or designee) is assigned responsibility, that responsibility falls to the Library Director or, when dictating the Director’s behaviors, the Library Board of Trustees.

**I. EMPLOYMENT TERMS AND CONDITIONS**

1. **At-Will Employment**

The Library Board of Trustees, at its sole discretion, reserves the right to change, from time to time and without prior notice, any term or provision of this addendum.

Where any provision in the city’s personnel manual conflicts with Library Board’s rules and regulations the Library Board rules and regulations shall control to the extent of that specific conflict only.

The Library Board reserves the right to set any wages, benefits, hours of work and conditions of employment, consistent with applicable law.

**C. HIRING OF EMPLOYEES**

All employees, except the Library Director who is hired by the Library Board, are hired by the Library Director.

All applicants who are offered employment with the Library may be required to successfully complete a background check and a drug test as a condition of employment. The Library will pay the cost.

All new employees must be approved by the Library Board based on the recommendation of the Library Director. In the case of a new Library Director the recommendation will come from a Committee of the Library Board.

**I. EMPLOYEE PERSONNEL FILES**

Employee personnel records related to employment (original State and Federal employment forms and forms related to benefits and insurances) are kept at City Hall. Access to employment records is limited to the employee, the Library Director, the Library Board of Trustees and the City Administrator (or designee).

Library personnel performance records will be kept by the Library Director. Access to performance records is limited to the employee, Library Director and Library Board.

**L. Disclosure of Confidential Information**

Patron information is confidential per state law and should be only discussed with staff or the patron whose record it is. Never leave identifying information showing who is checking out materials with the materials if in plain sight.

Requests from outside parties, including media, as filed under the "Open Records Request" state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

**III. BENEFITS**

**A. Vacation**

The following vacation policy applies to regular full-time employees of the Library. Vacation leave is calculated on the anniversary of the date of hire.

Years Employed Vacation Earned

1st year of employment 8 days (64 hours)

2nd year of employment 12 days (96 hours)

3rd and 4th years of employment 15 days (120 hours)

5th through 8th year of employment 18 days (144 hours)

### One additional day (8 hours) for each successive year completed after 8 years of service, to a maximum of 35 days (280 hours)

**C. SICK LEAVE**

Hourly employees are not eligible for sick leave.

**W. PAID TIME OFF FOR PART TIME EMPLOYEES**

Part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, will receive paid time off to use for any reason, beginning after their first 30 days of employment, earned as follows:

Years Employed Paid Time Off Earned

1st year of employment 32Hours Paid Time Off

2nd year of employment 40 Hours Paid Time Off

3rd & 4th years of employment 48 Hours Paid Time Off

5th – 9th years of employment 60Hours Paid Time Off

10th+ year of employment 72 Hours Paid Time Off

Paid Time Off requests are to be approved by the Library Director or designee. Insofar as practical, paid time off will be granted at times most desired by the employees in question, with due regard to seniority and scheduling considerations. Paid Time Off shall be computed on the basis of an employee's anniversary date. Paid Time Off can only be carried into the following anniversary year with Director approval. No employee will be permitted to take paid time off before it is earned. Employees, upon voluntary separation of employment shall be compensated for Paid Time Off which was earned but unused.

**VII. DRUG FREE WORK PLACE POLICY**

**Drug and alcohol testing**

**1. Pre-Employment Testing**

Individuals being considered for a position with the Columbus Public Library may be required to undergo a pre-employment drug and alcohol test after a conditional offer of employment has been made. The City will not hire an applicant who tests positive on a pre-employment drug and alcohol test.

**VIII. INFORMATION TECHNOLOGY**

In an effort to maintain patron privacy, the City of Columbus has no rights to access or otherwise inspect or monitor use of electronic hardware, software or data pertaining to patron use of library materials or public Internet computers.

Hardware is maintained for the library by the South Central Library System.

**XI.B. GRIEVANCE PROCEDURE**

Throughout this section all reference in the City Handbook to “City Administrator” are replaced with “Library Director” and all references to “City Council” are replace with “Library Board of Trustees.”

One signed copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Library Personnel Handbook.

**RECEIPT**

I acknowledge that I have received and read the Columbus Public Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Columbus Public Library is an "at-will" relationship.

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Employee Signature Date

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Employee Signature Date

[Retain Signed Copy in Personnel File]