

PERSONNEL POLICIES (SUPPLEMENTAL)

PURPOSE.

This policy is intended to supplement the Employee Personnel Policies and Procedures Handbook of the City of Jesup (hereinafter City Policy), as adopted September 2017, including any amendments thereto. It shall be applied to operations of the Jesup Public Library and shall not be construed to override or otherwise conflict with the City Policy.

PUBLIC RELATIONS.

Providing information and other services to the public is the Library's principal task; therefore, it is the first priority of each employee when dealing with members of the public or other employees to act in a courteous, responsive, and prompt manner, to provide accurate responses and/or appropriate referrals, and to be fair and consistent in the enforcement of Library rules.

WORKPLACE VIOLENCE.

A safe work environment is essential to the Library's purpose. Acts or threats of violence against any Library employee, either by another Library employee or by a Library patron, will not be tolerated. A Library employee who initiates a violent act against another Library employee or a member of the public shall be subject to disciplinary action, up to and including termination of employment. A patron who initiates such an act in the Library against a Library employee or another patron shall immediately be asked to leave the premises.

For purposes of this policy, workplace violence shall include verbal and/or written conduct by any means, as well as destruction or abuse of property.

Workplace violence shall also include actions or threats of violence occurring off Library premises involving an employee acting as, or clearly identifiable as, a representative of the Library.

Complaints of workplace violence should be reported to the Library Director or the City Attorney's office.

WEAPONS.

Because weapons are not allowed on City property, an employee of the Library shall not carry a weapon while on duty. Issuance of a weapons permit does not exempt an employee from these provisions.

LIBRARY OWNED COMPUTERS.

Library computers are provided for use by the employee and are the property of the Library. Such property is subject to recall by the Library at any time. Employees shall have no right to privacy in information maintained on a Library-owned computer, the Library computer system, whether or not the employee considers such information personal.

BREASTFEEDING BREAKS.

The Library shall provide reasonable break time for an employee who is a nursing mother to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk. In addition, the Library shall provide a private space, other than a bathroom, which the employee may use to express milk.

PERSONNEL FILES.

Personnel files are generated for purposes of conducting business operations of the Library and are maintained in the office of the City Clerk. Access to these files and the information contained in them is generally limited to the employee (or former employee), the Library Director, and third parties authorized in writing by the employee. File information may also be accessed and utilized in situations involving business operations. Personnel files shall contain information related to education, employment and job performance. Confidential medical records and benefits information shall be maintained separately from an employee's personnel file.

Library employees are permitted access to their personnel files during regular hours of the City Clerk's office. They may examine, take notes, and make copies of any materials in their file but may not copy tests or interview questions for the purpose of sharing information with job applicants or potential job applicants. Employees other than the Director wishing to examine their files during work hours shall obtain permission from the Director, who shall immediately notify the City Clerk of the employee's request. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof and will be permitted to place a concise, signed, and dated statement of disagreement in the file.

Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained, seminars attended, and certificates of completion by providing copies of applicable documents to the City Clerk.

In addition, employees shall update their personnel files in the event of a change of name, address, phone, or emergency contact. Employees may maintain this information through the MUNIS Self-Service portal.

MEDICAL FILES

Employee medical records are personal and confidential and will be maintained in a separate medical file held in the office of the City Clerk. Medical files are subject to the privacy restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). An employee's health information is personal and confidential, and the Library will not release such information without the express written consent of the employee, except as required by law.

PUBLIC INFORMATION.

The following employee information is classified as "Public Information" under Iowa Code Section 22.7(11) and will, upon written request, be provided to any individual or institution:

- Employee name

- Employee compensation. For purposes of this Policy, compensation shall include any money, thing of value, or financial benefit conferred in return for labor or services rendered by the employee plus the value of benefits conferred, including but not limited to casualty, disability, life, or health insurance, other health and wellness benefits, vacation, holiday, and sick leave, severance payments, retirement benefits and deferred compensation.
- Dates of employment with the Library
- Positions held with the Library
- Educational institutions attended and degrees and/or diplomas earned
- Previous employment information including names of previous employers, positions previously held, and dates of previous employment
- The fact that an individual resigned in lieu of termination, was discharged, or was demoted as a result of disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

Should Iowa Code Section 22.7(11) or other Iowa law be amended to either enlarge or restrict what employee information is classified as “Public Information”, the Library will modify its practices accordingly without further notice to employees.

Information such as home address, telephone numbers, birthdate, social security number, etc. is not public information and will not be released unless requested in writing by the employee.

CONFLICT RESOLUTION PROCEDURE.

When a dispute arises between employees over an interpretation or application of Library rules, procedures, or policies, the aggrieved employees shall make every effort to resolve the dispute as prescribed in Section 4.9 of the City Policy, including submission of the dispute to the Director.

If the dispute arose between an employee and the Director, the aggrieved employee may submit the matter to the Mayor of the City of Jesup, as provided in Step 3 of Section 4.9 of the City Policy or, in the alternative, to a conflict resolution committee. If the aggrieved employee wishes to submit the matter to such a committee, the employee shall notify the Director and the President of the Library Board of Trustees.

The conflict resolution committee shall convene within seven (7) days of the notification and shall consist of three (3) voting members, all of whom shall be members of the Board of Trustees appointed by the President. The City Clerk shall preside as Chair and ex-officio non-voting member.

The conflict resolution committee shall proceed informally consistent with fairness to the parties to the conflict. The committee shall receive at a mutually convenient time oral and written statements relating to the matter being heard, question witnesses, and receive any documentary evidence a party may wish to offer. Within ten (10) working days of the conclusion of such hearing, the committee shall issue a written memorandum, which shall include findings of fact and its recommendations for resolving the conflict. The memorandum shall be placed in the personnel files of the parties.

There shall be no retaliation for filing a request for conflict resolution, and any such retaliation may itself be subject to conflict resolution procedures pursuant to this Policy.

TRAVEL AND TRAINING

As provided in Section 11.1 of the City Policy, library employees may attend job-related conferences, seminars, workshops, or similar events. All such travel shall require prior authorization by the Library Board of Trustees in addition to the approval provisions of Section 11.1(2) of the City Policy,

Adopted 5/29/18