

Solon Public Library Personnel Policy

About Library Personnel Policy

As employees of the City of Solon, all Library employees will be guided by the City of Solon Employee Handbook as approved by the Solon City Council.

Management Policy

- The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code, City Ordinance, and State Library of Iowa Trustees Handbook.

Administrative Policy

- The Solon Public Library Board of Trustees, in accordance with city ordinance and following standards set by the State Library of Iowa, hires the Library Director and delegates the active management of the library including personnel administration, to the Director.
- The Library Board conducts an annual review of the Library Director within 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.
- The Library Director conducts an annual review of each library staff member with 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.

Work Schedule Policy

- Major changes in the Director's schedule shall not be made without approval of the Library Board.
- Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director.
- Overtime hours for hourly employees are not included in the annual budget and should be avoided.

Hours of Operation

- The Library is open to the public a set number of hours per week, many of which are evening and weekend hours. Full-time employees generally work forty hours per week, eight hours per day, and five days each week. All regular staff members may be required to work evenings, as well as some Saturday hours. Such work is considered part of the regular work schedule.

Holidays

- The Solon Public Library observes the City of Solon holidays listed in the Employee Handbook. Library management reserve the right to change the observance of holidays based on business needs. If feasible, part time employees may shift their hours so that they do not lose hours when the library is closed.

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 Director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

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- The Director will share continuing education opportunities with staff and trustees and include an allowance for educational opportunities in the annual budget.

Professional Conduct

- Library employees need to be able to work comfortably in the work place, and project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.
- At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.
- Name tags will be worn by staff members during work hours.
- The Solon Public Library is committed to delivering excellent service to all and treating each person with respect. Library staff members follow the [Code of Ethics of the American Library Association](#).