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Maryville Public Library Policy

Section C: PERSONNEL

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Last reviewed/revised: 2022

Personnel Practices

SALARIES: Salaries and hourly wages shall be paid according to the current salary schedule. The Board and Director retain discretion in setting salaries, subject to, but not totally dependent upon, performance evaluations.

PAID TIME OFF (PTO):

For employees working 38 hours or more per week:

In the first through the fifth year of employment, PTO is earned at the rate of six hours and fifteen minutes per pay period (20.31 days per year).

In the sixth through the ninth year of employment, PTO is earned at the rate of seven hours and eight minutes per pay period (23.18 days per year).

In the tenth year of employment, PTO is earned at the rate of eight hours per pay period (26 days per year).

PTO is accrued per biweekly pay period and can be used immediately upon accrual (the day upon which it is awarded). It cannot be used in advance of official accrual. No more than four PTO days per year should be used with less than 24 hours advanced notice.

PTO may be accrued up to 480 hours for full-time employees. Any PTO accrued beyond that limit shall be lost to the employee. PTO earned and accrued within the limit but unused at the time of termination is payable to the employee.

For employees working 20-37 front desk hours per week:

After three full years of continuous employment at 20 front desk hours a week or more, PTO is earned at 10 days (80 hours) for the following year. The 10 days will be awarded on the first paycheck of the fiscal year, and must be used within the fiscal year. Unused PTO at the end of the fiscal year will be lost to the employee. Employees meeting their three-year anniversary may be awarded a pro-rated number of hours between that date and the end of the fiscal year. No more than two PTO days per year should be used with less than 24 hours advanced notice.

For all PTO-eligible employees:

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Requests for PTO will be granted provided they do not interfere with the smooth operation of the library. Requests for PTO during holiday seasons will be considered on the basis of fairness to all employees and the staffing needs of the library. PTO must be taken in increments of no less than one hour.

BEREAVEMENT LEAVE: For full-time employees, three days leave with pay will be allowed for death in the immediate family (parents, siblings, or children). The Director will have discretion on unusual circumstances.

FAMILY AND MEDICAL LEAVE: See Section C-201

RESIGNATIONS: Resignations must be in writing. The Director and Assistant should give as much notice as possible before leaving, preferably not less than two months' notice. Other staff members should give two weeks' notice.

DISMISSALS: The Board may dismiss the Director or the Director may dismiss any employee working 30 hours weekly or more by either a two-weeks' notice or a two-weeks' severance pay. No advance notice or severance pay is required when dismissing employees working less than 30 hours per week.

RETIREMENT: Retirement must be paid to persons working 1500 hours yearly. See LAGERS information for details.

HEALTH INSURANCE: May be paid to persons working 1800 hours yearly as deemed necessary by the Board.

COMMUNITY CENTER MEMBERSHIPS FOR WELLNESS: Library employees who are full-time, or who work at the front desk a minimum of 12 hours a week for at least three consecutive years, are eligible to request reimbursement for their own membership fees at the Maryville Community Center for the purpose of pursuing personal fitness and health. Requests may be made on a quarterly basis, and must be accompanied by proof of membership payment and Director-approved documentation that the member used the fitness facility at least 16 times over the course of at least eight weeks during the quarter.

Reimbursement amounts may be up to \$78 per quarter for full-time employees and up to \$39 per quarter for part-time employees. This benefit is subject to annual Library Board approval as part of the budget approval process.

HIRING: A written application is required for all positions. The Director is selected by the Library Board. The Assistant is recommended by the Director to the Board for approval. Clerical helpers may be employed by the Director within the limits of the budget. Employment is subject to criminal background checks.

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ZERO TOLERANCE: It is the Library's policy not to hire or continue to employ any individual that abuses alcohol, takes illegal drugs, has an arrest record, exhibits violent behavior or racist or intolerant speech or brings firearms on library premises.

PROBATION: Each employee shall serve a 90-day probationary period under the supervision of the Director before attaining the status of permanent employee. The Director's position requires a six-month probationary period under the supervision of the Board. If a new employee fails to meet required standards of performance, he or she shall be dismissed after being given two weeks' notice or two weeks' severance pay.

PERFORMANCE EVALUATION: The purpose of the performance evaluation is to improve communication about job performance, calling attention to progress and problems in regard to library operation. A new Director will be evaluated at 90-days (of the six-month probationary period); thereafter, once a year. The Director will be reviewed by the Board and self. The Director's self-evaluation will be given to the Board to be compiled along with the Board's rating (C:400). These forms are confidential. All new salaried and hourly employees may be rated at the 90-day period by the Director. Thereafter, they will be rated by the Director and self yearly. All staff evaluations will be signed and dated by the involved parties. These forms are confidential.

SALARY SCHEDULE: Salary increases are subject to, but not totally dependent upon, satisfactory performance evaluations. The salary schedule shall consist of a schedule showing salary ranges for the various salaried and hourly wage positions. This schedule shall be reviewed and adjusted on an annual basis during budget preparation. The Board recommends the Director's salary from the salary schedule and the Director recommends all other salaries for employees from the salary schedule prior to October 1 (Section C-600).

SEXUAL AND OTHER UNLAWFUL HARASSMENT:

The Maryville Public Library is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated (Section C200.2).

HOLIDAYS: Holidays to be observed by the Library are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas, and the afternoon of New Year's Eve.

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INCLEMENT WEATHER: The Director may close the Library as deemed necessary for inclement weather, giving the public as much notice as possible. All other closings require approval of the Board of Trustees or the Board President. All staff will be paid as scheduled for weather-related closings, although members may be subject to work-from-home assignments provided by the Director. Full-time employees who are scheduled to work on site on a day the library is open, but cannot get to work because of weather constraints, must use PTO or comp time for the number of hours they were scheduled to work.

DRESS CODE: The library functions on the trust of the public. So when on duty representing the library to the public, library staff members shall be professional, neat, clean, and task-appropriate in clothing and grooming. Clothing that is not acceptable includes, but is not limited to the following: athletic attire such as athletic shorts, sweat clothes, track pants, yogawear, etc. Bare feet, tank tops and undershirts are not acceptable. Any article of clothing that bares the midriff, or any part of the buttocks or breasts is not allowed. Flip-flops, certain clogs, Ugg-style boots and other footwear deemed too casual for the workplace by the director are not allowed. Exceptions may be made during certain events and outreach activities.

Sneakers that are in good condition are allowed. T-shirts and even-toned jeans in a dark or medium rinse and "khakis" are allowed, as long as they do not have rips, or holes. Clothing should be opaque and loose enough to conceal the lines of undergarments. Skirts or dress shorts should not end higher than just above the knee. Jewelry and accessories must be unobtrusive and not interfere with job performance. Visible tattoos, accessories and clothing should not include language or images that are explicitly political, sexual or violent, or that would be considered hateful, insulting, threatening, or profane to library users or fellow staff members.

PROFESSIONAL MEETINGS: Time will be allowed for attendance and expenses paid for one professional meeting a year of a group of which the Director is a member. Membership in professional state and national organizations is encouraged. The Library shall maintain an institutional membership in MLA. Membership fees in the state association will be paid for the Board President by the Library.

TRAVEL: Travel expenses shall be paid at the same rate per mile as the current amount established by the IRS. Travel authorization and report forms are required for payment (Section C:800).

SAFETY: Safety-related policies for library staff are contained in the City of Maryville's Loss Prevention and Safety Program Manual on file in the Director's office. Worker's Compensation Act procedures are contained in the City of Maryville Personnel Manual also on file. All Library employees will conform to those guidelines. Staff will attend, as feasible, all safety-related training made available by the City of Maryville.