

JOHN A. STAHL LIBRARY Personnel Policy

All library staff members are considered employees of the City of West Point and fall under the regulations set forth in the City of West Point, Nebraska Personnel Manual. This manual should be referred to for most personnel issues. All full time Library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave and retirement.

LIBRARY DIRECTOR:

The Library Board advertises for, interviews and recommends to the Mayor and City Council the best candidate for the Library Director position. In order to maintain state library accreditation, every effort should be made to hire a state certified or certifiable person.

Official evaluation of the Library Director is the responsibility of the Library Board.

OTHER LIBRARY STAFF:

The Library Director advertises for, interviews and recommends to the Library Board, the City Administrator and Mayor the best candidate for library employment.

Evaluation of library staff is the responsibility of the Library Director.

WORK SCHEDULES:

Work schedules are determined by the Library Director.

If a staff member requires time off on a scheduled Saturday it is the responsibility of the employee to find a substitute. The Library Director is only contacted if no substitute can be found. All changes in the staff schedule must be recorded on the calendar.

Requests for vacation time may be considered on a first come-first served basis and may not be granted when too many employees are scheduled to be gone, or during busy times of the year. Requests for time off must be approved by the Library Director.

CONTINUING EDUCATION

The Library Director is expected to attend professional library conferences.

Part time Library staff is expected to participate in the Public Librarian Certification Program. Fees and salaries for continuing education will be paid with Library funds.

Reviewed and reapproved by the John A Stahl Board 04/25/22