**Fort Atkinson Public Library Personnel Policy**

The purpose of this document is to set forth the policies by which personnel-related decisions, made by either supervisor or employee, are to be guided and to express mutual expectations for conduct in the workplace. The Fort Atkinson Public Library’s ability to manage and provide services and materials with efficiency and effectiveness is dependent upon the capability and performance of its employees. The Library strives to provide a positive working environment which promotes and supports respect, diversity and inclusivity, professional development, open communication, and sensitivity to employee needs.

The Fort Atkinson Public Library uses the Fort Atkinson Library Employee Handbook and the City of Fort Atkinson Employee Handbook, from which it is derived, as well as state and federal laws and statues as the basis of this Personnel Policy. More information is available within the handbook for specific topics. This policy is not intended to create any contractual rights in favor of the Fort Atkinson Public Library. The Library reserves the right to, at any time, amend, delete, revise or add to any provision in its sole discretion.

The following is a brief summary of the entire handbook:

**1.1 – EMPLOYMENT CATEGORIES**

Each employee of the City of Fort Atkinson Public Library belongs to one of the employment categories described below:

REGULAR FULL-TIME EMPLOYEES are regularly scheduled to work at least 40 hours per week. Regular Full-Time Employees are entitled to all legally mandated benefits and for all benefits offered to comparable positions by the City of Fort Atkinson, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME EMPLOYEES are regularly scheduled to work less than 40 hours per week. Their hours may vary widely from week to week, depending upon the needs of the library at the time. While they do receive all legally-mandated benefits, they are not eligible for other benefits.

TEMPORARY/SUBSTITUTE EMPLOYEES are hired to work for a specified period of time or for a specific task such as during a particularly busy period or for the summer. Hours may vary widely from week to week, depending on the needs of the library at the time. Temporary Employees receive all legally-mandated benefits but are ineligible for any other benefits. Temporary Employees are expected to abide by the provisions of this handbook, the same as regular employees.

**1.3 – HOURS OF WORK**

Individuals may be scheduled for different times depending upon duties and the library hours of operation.

**1.7 – ATTENDANCE AND PUNCTUALITY**

The library depends on the regular attendance of each of its employees. Everyone has an important job to do and the public needs you to be reliable and punctual in reporting for scheduled work. The public should be able to expect the library to be open for all the posted hours, unless advanced notice is posted.

1.12 – **PERFORMANCE EVALUATIONS**

It is the library’s intent that all employees w ill be formally evaluated periodically by the director or, in the case of the director, by the board. The evaluations are to be reviewed with the employee after which the employee is required to sign the form indicating that s/he has seen the evaluation. Employees may file a formal written append to the evaluation.

**2.1 - HOLIDAYS**

The holidays listed below are official city holidays, though the library may be open for any of these holidays at the director’s discretion:

 New Year’s Day = paid

 President’s Day = not paid

 Memorial Day = paid

 Independence Day = paid

 Labor Day = paid

 Veteran’s Day = paid

 Thanksgiving Day and the following Friday = Thanksgiving Day paid, following Friday not paid

 Christmas Eve and Christmas Day = both paid

If a holiday listed above falls on Saturday, it will be observed on the preceding Friday. Those that fall on a Sunday will be observed the following Monday.

These will be paid holidays for regular Part-time employees. Temporary/Substitute employees are not eligible to receive holiday pay.

Holiday pay for regular part-time employees will be calculated on as a scheduled day at the employee's regular hourly rate.

**5.1 – EMPLOYEE CONDUCT**

To assure orderly operations and provide the best possible work environment, the library expects its employees to follow rules of conduct that will protect the rights, interests and safety of all employees and citizens. It is the policy of the library that any conduct that, in the view of the Board of Trustees, interferes with or adversely affects employment or the library is sufficient grounds for discipline, including termination of employment.

It is not possible to list all the forms of behavior that are considered unacceptable in the world place, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment:

1. Discourteous conduct towards citizens or patrons, including poor customer service.
2. Theft or inappropriate removal or possession of library property.
3. Falsification of timekeeping records.
4. Working under the influence of alcohol or illegal drugs
5. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty or operating employer-owned or -leased vehicles or equipment.
6. Fighting or threatening violence in the workplace.
7. Boisterous or disruptive activity in the workplace.
8. Negligence or improper conduct leading to damage of property.
9. Insubordination or other disrespectful conduct.
10. Violation of safety or health rules.
11. Sexual or other forms of harassment.
12. Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace.
13. Excessive absenteeism or tardiness.
14. Violation of personnel policies.
15. Unsatisfactory work performance or conduct.

Revised November 2010/reviewed Feb 2016/

Reviewed/approved with minor change August 2018 / Revised/reviewed January 2023