

Morrill Public Library Personnel Policy

II. General Employment Information

A. Classification of Employees

1. Library Director: A Full-time salaried position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.
2. Full-time Employee: An hourly position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.
3. Regular Part-time Employee: A position regularly scheduled on an annual basis for less than 40 but not less than 20 hours in a standard workweek of seven days.
4. Part-time Employee: A position in which the employee works less than 20 hours in a standard workweek of seven days.

- B. Full-time and Regular Part-time employees are eligible for employment benefits. Part-time employees are not eligible for employment benefits.
- C. The Library complies with the right to privacy provisions and Kansas open record statutes, which specify that only hire date, term of employment, position and verification of salary with range can be disclosed. All requests for information about current or former employees should be referred to the Library Director.
- D. The image of the Library is conveyed through the attitudes, appearance, personal conduct and working relationships of the staff. As a service organization, employees of the Library are expected to be courteous, cooperative and communicative when assisting the library users or working with other employees. It is the responsibility of each individual to make every effort through open and positive communication to solve problems that should arise. The Library Director is available to assist in finding solutions to problems if necessary.
- E. The Library Director has the authority to discipline or dismiss employees for violation of personnel policies. Use of alcohol or illegal drugs while at work, willful damage of property, continuous poor relations with peers or the public are examples of dismissal with cause.

F. An absence of an employee without authorization and prior notice shall be cause for disciplinary action or dismissal.

G. Grievance procedure

1. An employee may file a written complaint to the Board of Trustees within five (5) working days if any complaint is not resolved through ordinary dialog.
2. A grievance committee of three comprised of the director [unless he/she is filing the complaint], a Trustee and a fellow employee, volunteer or other Trustee selected by the filing party shall meet to consider the situation. The committee will present a written report to the Board of Trustees. The Board will make the final decision and a written report including the decision will be placed in the personnel file of all involved in the grievance.
3. The existence of these procedures does not indicate there is any contractual right to these procedures.