

Code: _____ EB

Date Approved: _____

Date Revised: _____ 02/26/2024

Policy Name: Appointments

- I. It is the policy of the Crawford County Library System to provide for employment opportunity to all qualified persons: to prohibit discrimination against any employee or applicant for employment because of race, color, sex, sexual orientation, age, national origin, religion, political affiliation, veteran's status, or disability; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action. This policy shall be followed in recruiting, hiring, determination of pay, promotions, training programs, transfers, and treatment of individuals. It is to be implemented throughout the system and its enforcement is the responsibility of the library director and the Crawford County Library Board.
- II. Salaries are set by the Crawford County Library Board in the annual budget.
- III. Job vacancies will be advertised through various channels. All qualifications required for hiring must be "bona fide" occupational qualifications required for the performance of the job.
- IV. Applications for employment will be accepted upon forms provided by the library. Applications are active for 3 months and must be retained for 1 year.
- V. Applicants may be screened before interviewing.
- VI. Hiring of the county director, will be by the Crawford County Library Board.
- VII. Hiring in the CCLS headquarters will be by the library director.
- VIII. The county director will hire the branch director.
- IX. Hiring of the branch library staff is by the branch director.

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- I. Those responsible for hiring shall not hire or appoint for regular employment any person who is related by blood or marriage to the third degree. Those responsible for hiring shall not hire or appoint for regular employment any person in the immediate family of any other person in the same office or library. Immediate family shall be defined as spouse, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent and grandchild. "Persons related by blood or marriage to the third degree" shall include members of the immediate family plus first cousins, aunts, uncles nieces and nephews.
- II. Training of new employees will be done by the library director and/or immediate supervisor or their designee.

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Policy Name: **Job Classification**

- I. The purpose of this policy is to familiarize the employee with Crawford County Library System's equal opportunity, job classification, and benefit guidelines. Nothing herein creates a property right to employment or establishes a basis for grounds of discipline or dismissal.
- II. Crawford County Library Employment Policy — All Crawford County Library employees are at-will employees. Crawford County Library employment is not for a specific length of time. Employment may be terminated at any time by either the library or the employee, without notice or liability of any kind (except for wages earned and unpaid) and with or without cause. If, notwithstanding this document, any employee contends that he or she has a property right in his or her employment or a substantial expectancy of continued employment (express, implied, written, or oral) until just cause exists for a reduction in pay or removal from position, then that employee shall assert such contention at a requested grievance hearing. It is the Crawford County Library Systems policy to provide dual opportunity for all qualified persons; prohibit unlawful discrimination in employment practices, compensation practices, personnel procedures, and the administration of benefit plans to provide the same or similar treatment and opportunities to all persons similarly situated.
- III. Constitutionally Protected Conduct — Should any applicant or employee contend that he or she has been unlawfully discriminated against for exercising a constitutionally protected liberty right (e.g. speech, association, political patronage, access to courts, privacy, personal health choice) or treated in any other unlawful or unconstitutional manner, the applicant or employee shall assert such contention at a requested grievance hearing.
- IV. Hiring and Promoting — The at-will employment policy applies equally to hiring and promoting. Nothing herein shall create a property right in employment, entitlement to be hired or promoted, or an expectancy of continued employment. Nothing herein establishes grounds upon which hiring or promoting must be based.
- V. Employee Benefits — Eligibility for personal leave or other employee benefits does not create any property right in employment or any expectancy of continued employment.
- VI. Benefit Waiting Period — An employee hired to fill a full-time position (35+ hours per week) shall have a benefit waiting period of two months. Benefits will begin on the first day of the month following the employee's first day of the month after 60 days. Personal and sick leave accrual shall be retroactive to the date of hire. During the

Job Classification, cont.:

waiting period, an employee shall not be eligible for any type of paid leave and may be released without notice.

- VII. Full-time Regular — Upon completion of a 90 day probationary waiting period, an employee scheduled to work 35+ hours per week shall be considered a full-time regular employee and shall be entitled to all rights contained in the Crawford County Library Personnel Policy.
- VIII. Temporary — An employee hired to work 80 or more hours per month, on a short-term basis, not to exceed 89 days, shall be considered temporary. A temporary employee shall not be eligible to participate in any benefit plan or to receive paid leave. Retention on the payroll for more than 89 days, either as extended temporary service in an emergency situation or as promotion to a full-time position is contingent upon the approval by the county library board and its appropriation of funds to pay retirement benefits retroactive to the date of hire. A temporary employee who is granted full-time status shall not have his or her temporary service applied to the satisfaction of the benefits waiting period. Sick leave hours, personal hours, and holiday hours, accrual shall not be retroactive to the date of hire. Date of hire for insurance enrollment purposes, leave benefit calculation, and other employment purposes shall be the date of promotion to full-time service.
- IX. Part-time Temporary — An employee hired to work less than 80 hours per month regularly shall be considered part-time temporary. A part-time temporary employee shall not be eligible to participate in any benefit plan or receive any paid leave. A part-time temporary employee may work more than 80 hours per month on an occasional basis if such occasions do not exceed 80 days during the retirement system's fiscal year of July 1 through June 30. A part-time temporary employee may not exceed the above stated hours limitation without special approval by the county library board and its appropriation of funds to pay retroactive retirement benefits. A part-time temporary employee who is granted a full-time status shall not have his or her part-time temporary service applied to the satisfaction of the benefits waiting period and sick leave hours, personal hours, and holiday hours accrual shall not be retroactive to the date of hire. Date of hire for insurance enrollment purposes, leave benefit calculation, and other employment purposes shall be the date of promotion to full-time service.
- X. Part-time Regular— This classification applies to part-time employees who have completed one year's service with the Crawford County Library System and have worked a minimum of 45 weeks during a twelve-month period. Part-time regular employees shall be eligible for personal, sick leave, and holiday pay stated in the Crawford County Library Personnel Policy. A part-time regular employee who has not been covered by the retirement plan may not work more than 80 hours per month exceeding 89 days without special approval by the county library board and its appropriation of funds to pay retroactive retirement benefits. A part-time regular employee who is granted full-time status shall not be required to satisfy a benefit waiting period for purposes of leave but will have a three-month probationary waiting period. Insurance enrollment and other employment purposes shall be the date of promotion to full-time service.

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Policy Name: **Sick Leave – Full-time employees**

- I. All full-time employees of the library are eligible for sick leave with pay which shall accumulate at the rate of one working day of leave each full calendar month of service to the library. A working day is calculated by dividing the number of hours normally worked in a week by 5 (e.g., 40 hours/5 = 8 hours of sick leave earned each month).
- II. An employee is eligible for sick leave for the following reasons:
 - a. Illness, physical incapacity, or medical, dental or optical appointment for the employee or his/her immediate family; and the overall mental health and wellness of the employee.
 - b. Immediate family for the purposes of sick leave is defined as spouse, parents, children, and dependents.
- III. An employee who is unable to report for work due to the reasons listed in item II above shall report the reason for his and her absence to his or her branch director or the system director as soon as possible. Sick leave with pay shall not be allowed unless such report has been made and the director has approved the absence.
- IV. After 3 days sick leave, the library director will require a written statement by physician certifying that the employee's condition or family member's condition prevented him/her from appearing at work.
- V. If an employee accepts sick leave benefits based on false evidence, the employee shall be subject to disciplinary action.
- VI. Absence of more than 15 consecutive working days will be considered under the FMLA policy (Policy EIE), with the appropriate leave rules applying.
- VII. Sick leave with pay shall be granted only if it has been earned.
- VIII. Sick leave may be accrued up to the maximum of 90 working days, providing that the employee has been employed by the library continuously during the time in which sick leave was accrued.
- IX. When terminating employment with the library, an employee may collect pay for accrued sick leave up to the 90 working day limit.

Sick Leave, cont.:

- X. Sick leave shall be granted to employees after they have completed the first day of the month after 60 days employment with the library, but shall accrue from the date of employment.
- XI. With approval of the director, an employee may voluntarily donate accumulated sick or personal leave to another employee who has exhausted all sick and personal leave if the employee or immediate family member becomes ill. Any leave transferred will be of the same kind (e.g., sick as sick and personal as personal).
- XII. Library closures due to inclement weather, power outages, or other unusual occurrences supersede sick leave requests, and sick leave will not be charged.

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Policy Name: Pandemic Policy

- I. If schools are closed for a pandemic, the library in that town will also close.
- II. If lack of staff will weaken the proper operation of the library, the library will close.
- III. If patrons show symptoms of illness, a staff member can politely suggest they leave the premises.
- IV. Signs can be placed on the doors asking patrons to refrain from entering if they have symptoms of the illness.
- V. Employees will be encouraged to be immunized and stay home if they are sick.
- VI. If an employee is ill or quarantined due to a pandemic, that person must exhaust sick and vacation leave time and apply for FMLA in order to receive compensation if so entitled.
- VII. If one or more libraries close for a pandemic those libraries will maintain a “no contact” policy with regard to interaction with the public. The rest of the system will have regular hours unless otherwise notified.
- VIII. During the “no contact” period the closed libraries will provide curbside customer service if staff is available.

Policy Name: Circulation Department Manager will:

Manage all activities of the circulation department of the Van Buren location of the Crawford County Library System. This position reports to the Van Buren Branch Manager.

Essential Functions:

- I. Under the supervision of the Branch Manager. The principal responsibility is the management of circulation services and library circulation staff.
- II. Provide uniformly gracious and friendly service to all customers.
- III. Develop and maintains effective and friendly working relationships with customers, community organizations and agencies.
- IV. Handling customer inquiries, requests, suggestions, complaints, and disputes in a courteous, polite, nonjudgmental, and professional manner.
- V. Plan, organize, perform, and supervise all aspects of circulation activity at the circulation service desk as required, such as:
 - a. Perform all circulation duties, register customers, inspect materials for damage, emptying the book drop, and receive monies.
 - b. Prepare materials to be shelved, shelve materials as need, and maintain neat and orderly shelves.
 - c. Handle all functions of ILL materials for the branch including contacting customers.
 - d. Appropriately respond to in-person, telephone, e-mail, and other communications.
- VI. Oversee and coordinate the activities, assign duties, conduct training, and schedule the work hours of circulation staff under the direction on the Branch Manager.
- VII. Maintain technological expertise and ensure that technology/computer skills of staff meet expected levels.
- VIII. Understand and enforce the Library's policies and procedures, while safeguarding the confidential and restricted information of customers and Library personnel.
- IX. Assess the performance of circulation staff in coordination with the Branch Manager.
- X. Assist the Branch Manager in developing, implementing, and evaluating program and service goals for the department.
- XI. Assist the Branch Manager in interviewing job applicants and selecting employees for the department
- XII. Assist customers with a variety of services including locating items, responding to general inquiries, providing information, instructing customers in the use of library equipment, maintaining the ILL system, receiving monies for copies, faxes, etc., performing circulation duties including checking in and out books and other materials.
- XIII. Utilize various types of machinery and equipment including computers, Online Public Access Catalog (OPAC), microfilm reader, copier, fax machine, cash drawer, receipt printer, & general office machines.

- XIV. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information, both patron information and information related to personnel and pending organization changes.
- XV. Complete special assignments related to Library operations as directed.
- XVI. Watch for and identify products/services that may improve Library programs, services, and/or cost effectiveness of existing programs and services.
- XVII. Reports to the Branch Manager.

Qualifications:

- I. Has or can readily acquire knowledge of public library computerized circulation procedures and regulations (Polaris)
- II. Is able to meet the public well and handle directional/informational inquiries intelligently.
- III. High school graduate or GED and basic computer skills required.
 - a. Associate or bachelor degree preferred.
 - b. Library and/or office experience preferred.
 - c. Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- IV. A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.
- V. Must possess a valid driver's license.

Requirements:

- I. Language and Communication Ability
 - a. Read and understand a variety of documents and reports.
 - b. Prepare written documents and reports, using the proper format, punctuation, spelling, and grammar.
 - c. Communicate effectively with co-workers, supervisor, other county employees, patrons, etc. with poise, voice control, and confidence.
 - d. Knowledge and command of vocabulary and correct word choice for clear communication.
- II. Verbal and Numerical Aptitudes
 - a. Record and deliver information and to follow verbal and written instructions.
 - b. Utilize mathematical formulas, add and subtract totals, multiply and divide, utilize decimals, and determine time and weight.
- III. Physical Requirements
 - a. Operate a variety of automated office machines which may include but is not limited to computer, typewriter, copier, cash drawer, OPAC, receipt printer, etc.
 - b. Ability to lift up to thirty-five pounds. Exert up to thirty-five pounds of force and/or to push, pull, or otherwise move loaded book trucks or other such objects.
 - c. Requirements are in excess of sedentary work; position involves walking, standing, reaching, stooping, bending, climbing, balancing, etc.

d. Maintain regular and reliable attendance. Work a flexible schedule that includes working evenings and weekends (Saturday) as assigned.

IV. Motor Coordination and Manual Dexterity

a. Coordinate hands and eyes in utilizing office equipment and other objects in the library environment, in preparing and repairing books, operating projectors and laminating machines, etc.

V. Interpersonal Temperament

a. Ability to deal effectively with people in a variety of circumstances, some of which can be stressful.

b. Must be adaptable to performing with maturity and fairness when confronted with disagreements or criticism.

c. Able to handle an emergency calmly and reassuringly.

d. Must be flexible to multi-task to answer needs of several persons at once.

VI. Additional Duties as Assigned

a. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job.

b. Employees may be requested to perform job-related tasks other than those specifically presented in this description