

Addendum to the City of Columbus Personnel Policies and Procedures Handbook

Columbus Public Library

Approved by Library Board of Trustees

6/18/2013

Revised 6/21/2016; Revised 6/15/2021

OUR MISSION AS COLUMBUS PUBLIC LIBRARY EMPLOYEES

The mission of the Columbus Public Library (here after referred to as Library) is to provide quality informational, educational, cultural and recreational materials and services to all Columbus-area residents.

The general goals of the Library include the support of the Library Bill of Rights written by the American Library Association and the Freedom to Read Statement, adopted by the ALA Council and AAP Freedom to Read Committee.

Numbered sections correspond with the *City of Columbus Personnel Policies and Procedures Handbook*, revised and adopted 3/5/13. Sections below are the only sections of the Policies that differ in any way from those of the City. If it is not mentioned below, City policies prevail.

When, in City Policies, the City Administrator (or designee) is assigned responsibility, that responsibility falls to the Library Director or, when dictating the Director's behaviors, the Library Board of Trustees.

I. EMPLOYMENT TERMS AND CONDITIONS

A. AT-WILL EMPLOYMENT

The Library Board of Trustees, at its sole discretion, reserves the right to change, from time to time and without prior notice, any term or provision of this addendum.

Where any provision in the city's personnel manual conflicts with Library Board's rules and regulations the Library Board rules and regulations shall control to the extent of that specific conflict only.

The Library Board reserves the right to set any wages, benefits, hours of work and conditions of employment, consistent with applicable law.

C. HIRING OF EMPLOYEES

All employees, except the Library Director who is hired by the Library Board, are hired by the Library Director.

All applicants who are offered employment with the Library may be required to successfully complete a background check and a drug test as a condition of employment. The Library will pay the cost.

All new employees must be approved by the Library Board based on the recommendation of the Library Director. In the case of a new Library Director the recommendation will come from a Committee of the Library Board.

I. EMPLOYEE PERSONNEL FILES

Employee personnel records related to employment (original State and Federal employment forms and forms related to benefits and insurances) are kept at City Hall. Access to employment records is limited to the employee, the Library Director, the Library Board of Trustees and the City Administrator (or designee).

Library personnel performance records will be kept by the Library Director. Access to performance records is limited to the employee, Library Director and Library Board.

L. DISCLOSURE OF CONFIDENTIAL INFORMATION

Patron information is confidential per state law and should be only discussed with staff or the patron whose record it is. Never leave identifying information showing who is checking out materials with the materials if in plain sight.

Requests from outside parties, including media, as filed under the "Open Records Request" state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

III. BENEFITS

A. Vacation

The following vacation policy applies to regular full-time employees of the Library. Vacation for the 1st year is earned after first 30 days of employment. Vacation leave is calculated on the anniversary of the date of hire.

Years Employed	Vacation Earned
1 st year	8 days (64 hours)
2 nd year	12 days (96 hours)
3 rd - 4 th year	15 days (120 hours)
5 th - 8 th year	18 days (144 hours)

One additional day (8 hours) for each successive year completed after 8 years of service, to a maximum of 35 days (280 hours.)

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, and have completed 30 days of employment will earn vacation time according to the chart below. Vacation leave is calculated on the anniversary of the date of hire.

Years Employed	Vacation Earned
1 st year	32 hours
2 nd year	56 hours
3 rd - 4 th year	84 hours
5 th - 9 th year	100 hours
10 th - 15 th	112 hours
16 th - 20 th	124 hours
21 st - 25 th	136 hours
26 th - 30 th	140 hours
31 st +	168 hours

Vacation requests are to be approved by the Library Director or designee. Employees must submit requests for vacation leave in writing using the *Library Time Off Request Form*. Vacation may be granted at a minimum of half hour increments. A minimum of seven (7) days' notice must be made for any vacation requests. Vacation leave requests received less than seven days' notice will be considered at the discretion of the Library Director or designee.

Vacation will be scheduled and considered for approval by the Library Director or designee. The Library will attempt to grant 'choice days' in an equitable manner and in the interests of the library. The Library Director or designee will consider factors such as work requirements, employee preferences, past vacation schedules, and length of service in scheduling and/or approving vacation requests.

B. HOLIDAYS

Regular full-time employees who have completed 30 days of employment will receive holiday pay as outlined in the *City of Columbus Personnel Policies and Procedures Handbook*.

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, and have completed 30 days of employment will receive 4 paid holidays (32 hours) per year. Part time employees must use the 4 days when the library is closed for a holiday during regular scheduled hours. If an employee is scheduled to work more than 4 holidays, they may choose their paid holidays.

The Library building will be closed when city buildings are closed in observance of a holiday.

C. SICK LEAVE

Regular full-time salaried and hourly employees may accumulate sick leave with pay at the rate of eight hours of sick leave for each full month of employment with a total cap of 720 hours as outlined in the *City of Columbus Personnel Policies and Procedures Handbook*.

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, may accumulate sick leave with pay at the rate of four hours of sick leave for each full month of employment with a

total cap of 360 hours. Sick leave accrues from the employee's date of hire.

VII. DRUG FREE WORK PLACE POLICY

Drug and alcohol testing

1. Pre-Employment Testing

Individuals being considered for a position with the Columbus Public Library may be required to undergo a pre-employment drug and alcohol test after a conditional offer of employment has been made. The City will not hire an applicant who tests positive on a pre-employment drug and alcohol test.

VIII. INFORMATION TECHNOLOGY

In an effort to maintain patron privacy, the City of Columbus has no rights to access or otherwise inspect or monitor use of electronic hardware, software or data pertaining to patron use of library materials or public Internet computers.

Hardware is maintained for the library by the South Central Library System.

XI.B. GRIEVANCE PROCEDURE

Throughout this section all reference in the City Handbook to "City Administrator" are replaced with "Library Director" and all references to "City Council" are replaced with "Library Board of Trustees."

One signed copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Library Personnel Handbook.

RECEIPT

I acknowledge that I have received and read the Columbus Public Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Columbus Public Library is an "at-will" relationship.

Employee Signature

Date

RECEIPT

I acknowledge that I have received and read the Columbus Public Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Columbus Public Library is an "at-will" relationship.

Employee Signature

Date

[Retain Signed Copy in Personnel File]