

PERSONNEL POLICY

- Job descriptions for all library employees are on file in the library director's office.
- The Independence Public Library abides by the City of Independence Personnel Policy Handbook on file in the library director's office. The following are clarifications:
 - The Employee Acknowledgment of Receipt of Handbook states that "Library personnel are governed by Chapter 22 Library Board of Trustees." To further clarify, the library director will use the procedures outlined in the City of Independence Personnel Policy Handbook for employee discipline up to and including termination as needed.
 - Holidays and Casual Days are as follows
 - Holidays observed by the Library are:
 - New Year's Day
 - **Presidents Day**
 - **Good Friday**
 - Easter
 - **Mother's Day**
 - Memorial Day
 - **Father's Day**
 - Independence Day
 - Labor Day
 - **Veterans Day**
 - Thanksgiving Day
 - **Christmas Eve Day**
 - Christmas Day
 - ~~Early closings will be:~~
 - ~~• Day before Thanksgiving~~
 - ~~• Christmas Eve Day~~
 - New Year's Eve Day
 - The full-time library employees are entitled to ~~32~~ **8** hours (~~-4-1~~ days) casual time to compensate them for the difference in holiday hours.