

Personnel Policy

1. Purpose Statement

The purpose of this policy is to explain the policies and procedures pertaining to personnel which include both staff and volunteers.

2. Personnel (Library staff)

- A. Personnel employment including salaries, promotions, dismissals, retirement, vacation, sick leave, emergency leave, and resignation shall be followed as stated in the current Personnel Manual for the City of Lexington.
- B. It is the duty of the Library Director to approve payroll sheets. If the Director is not available, the Assistant Director may validate the payroll sheets.

3. Library Closures

- A. Employees will not be paid holiday pay for any day that is not an official City holiday as per the Personnel Manual for the City of Lexington if the library closes for any reason.
- B. In extreme situations, including inclement weather, building emergency, or other occurrences, the Library Director, after consulting the City Manager, decides to close the library and the City Offices are not closed, library employees will need to use vacation leave.

4. Staff Development

- A. Library staff and Library Board members are encouraged to attend training provided by the Nebraska Library Commission and/or Regional Library Systems, professional meetings, conferences and conventions. Staff members will be paid to attend.
- B. Library funds will pay for mileage, registration fees, meals and lodging for Library Board members and staff members designated by the Library Director.
- C. The Library will pay state and national dues for the Library Director. Nebraska Library Association's dues, or dues for an equivalent association will be paid for the Library Director, the Assistant Library Director, and Library Assistant II's, as well as for Library Board members,

if they would like to join. Payment of NLA dues for Library Assistant I's is at the discretion of the Library Director.

5. Library Volunteers

- A.** The Lexington Public Library will accept student volunteers who are fulfilling school requirements.
- B.** The Lexington Public Library will not accept volunteers who are court ordered to complete volunteer hours.
- C.** Formal orientation for new volunteers will be provided by library staff.
- D.** Every volunteer is subject to a criminal background check.