

# **501: Authority for Administration of Personnel Policies for Library Employees**

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## **501.1 Library Board of Trustees**

Under Title 11, Chapter 1, Section 2(E) of the Code of Iowa City, the Library Board of Trustees has full responsibility "to employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of a library...and to make and adopt...rules and regulations, not inconsistent with ordinances and the law, for the care, use and management of the Library."

The Board approves all policy statements, and their rules supersede any and all conflicting statements of the City of Iowa City Personnel Policies, except for labor contracts negotiated jointly by the Library Board of Trustees and the City Council of Iowa City. Library personnel policies must be read in conjunction with the current labor contract and specific items may be modified or superseded by interpretations of the contract or by a newly negotiated contract. Also, the Board of Trustees recognizes its close relationship with the City of Iowa City and shall, except where legal responsibilities restrict or the best interest of the library would not be served, create policies that are parallel or in harmony with those of the City of Iowa City.

For legal purposes Library employees are employees of the Library Board of Trustees, but for some general purposes and in the eyes of the general public, Library employees are City employees.

## **501.2 Library Director**

Responsibility for the employment of all employees except the Director, as well as the administration of the personnel policies for the Library is assigned by the Board of Trustees to the Library Director. The Director works closely with the City's Human Resources Department and, wherever possible, develops personnel procedures that are compatible with those of the City. Day-to-day personnel work at the Library is handled by the Library's Administrative Coordinator and the administrative staff.

## **501.3 City of Iowa City Human Resources/Personnel Department**

This department processes all transactions for Library employees, and therefore certain library procedures must match their requirements. Procedures related to insurance and employee benefits or state and federal laws are administered as established by the City.

The Personnel Administrator and City Attorney staff provide valuable assistance and counsel to the Library's administrative staff on personnel issues, contract interpretation, and legal requirements.

#### **501.4 Revisions**

Personnel related policies 502 and 503 are regularly scheduled for review when a city-wide revision has taken place and as needed. The labor agreement, 504, is negotiated on a schedule established in the contract.

#### **501.5 Distribution**

All employees of the Library shall have access to a copy of the personnel policies and shall be advised of any changes or amendments. Copies of the policies are available in the Board policy binder in the Board Room and on the staff intranet. A copy for the public shall be maintained on the Library web page.

Approved: 07/22/1982	Revised: 05/28/1987	Revised: 11/18/1999	Revised: 04/28/2005
Revised: 04/24/2008	Revised: 05/26/2011	Revised: 05/22/2014	Revised: 10/26/2011
Reviewed: 05/22/2014	Reviewed: 10/26/2017	Reviewed: 09/23/2021	Revised: 12/19/2024