

Crete Public Library Policies Handbook

(For additional information, see City of Crete Personnel Manual.)

300 Library Personnel Policies

- A. The Director will be hired by the Board of Trustees. All other employees will be hired by the Director.
- B. New employees will be on probation for a period of six months. The newly hired Director will be evaluated by the Library Board at the end of three months. The Director will evaluate each new employee at the end of three months.
- C. All employees will be evaluated once per year, generally in October, following established City of Crete guidelines.
- D. Vacancies will be advertised in area newspapers, social media, and/or any other appropriate media as required by law.
- E. Issues not covered specifically by library policies will be governed by City of Crete personnel policies, as long as City policy does not conflict with state statutes governing the Library Board.

Reviewed 1.12.15

300.1 Full Time Employees

- A. Full-time employees will have the same holiday, sick leave, vacation, health insurance and retirement benefits as other City employees.
- B. Scheduled vacations may be taken after 6 months of continuous service, or at the discretion of the Director and/or the Library Board.

Reviewed 1.12.15

300.2 Part-Time & Temporary Employees

- A. Part-time employees who work at least 30 hours per week on a regular basis will be eligible for vacation, holiday and health insurance benefits on a prorated basis. Employees working less than 30 hours on a regular basis are not eligible for these benefits.
- B. Temporary employees are those persons who are hired for short periods of time, either seasonally or for a specific task. Temporary employees are not eligible for any benefits.

Reviewed 1.12.15

300.3 Professional Growth

- A. Professional growth is an important aspect of employment at the Crete Public Library. Membership dues for all staff members to participate in the Nebraska Library Association shall be paid by the library. Membership dues for other professional associations may also be paid by the library, depending on the relevance to a staff member's responsibilities.
- B. Participation in library related workshops, seminars and classes will be considered in the granting of salary increases. Both the content of the learning experience and the on-the job application of the learning experience will be evaluated.

Reviewed 1.12.15

300.4 Internet and Social Media Acceptable Use

As relates to current City of Crete practices, all staff computers are to be used for work related duties only.

Staff access to the Internet at individual staff workstations is for work-related duties only, and personal e-mail or social media accounts (such as Hotmail or Yahoo, Facebook, etc.) may not be accessed from staff workstations.

Staff is advised not to open any suspicious or unfamiliar e-mail messages or attachments on the City network e-mail account.

Library staff may use personal e-mail or social media, on their personal time, from patron Internet computers just as any other patron might.

Any purchasing done via staff workstations will be from approved Library vendors and to fulfill Library purposes only.

Prior to closing, all staff and patron computers must be logged off.

Revised and Accepted 1.12.15