Personnel

PER-001 Personnel Policy Statements
PER-002 Building Opening and Closing
PER-003 Breaks
PER-004 Flex Time
PER-005 Holidays
PER-006 Public Policy and Participation by Staff
PER-007 Staff and Volunteer Benefits
PER-008 Volunteer Program
PER-001 Personnel Policy Statements

The Library complies with the personnel policies and procedures established by the City of Wichita. The City of Wichita’s policy gives a detailed review of position classifications, pay plans, placement, leaves of absences and hours of work, discipline, termination, restrictions and grievance procedures. Additions or exceptions to this manual are noted in the following section.

The Library will set guidelines and procedures for staff to promote professionalism and good customer service.

Related Policy
City of Wichita Personnel Policy

Related Manual
New Employee Manual

Date of Last Review
08/19/2014
PER-002 Building Opening and Closing

Staff members are to be at assigned work areas, prepared for work at the appointed time. If an employee is consistently tardy, that individual may have their paycheck docked, and will be subject to disciplinary action up to and including dismissal.

At the Central Library, public service areas must be staffed 15 minutes past closing. Branch libraries will be staffed up to 15 minutes past closing, as need dictates.

For security purposes, staff members may not enter a Library facility beyond its normal staff opening or closing time without permission of the Director of Libraries or Librarian-in-Charge.

Related Forms
None

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PER-003 Breaks

The rest break is a privilege earned by the employee. It is recognized as a factor that contributes toward efficient employee output. Employees earn a 15-minute break for every continuous four hours worked. For employees who work eight hours, a break may be taken during each four-hour shift.

Breaks should be taken to accommodate public service demands. Breaks cannot be accumulated, used to extend lunches, leave work early, or come to work late. Breaks may not be taken in the first or last hour of a work shift: breaks are to be taken towards the middle of the shift to improve employee effectiveness.

Breaks are to be taken at the break site or where the section manager specifies. Employees who must leave the library grounds may only do so with the permission of their supervisor.

Exempt employees may take breaks but they do not have to be given this privilege.

Employees working alone in a section or location may not leave the service area for break privileges.

Related Policy
City of Wichita Personnel Policy (5.1.j)

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PER-004 Flex Time

Division, section and branch managers are authorized to require staff to work beyond the City's official Flex Time Policy in order to meet the public and support needs of the Library. Schedules are made to best serve the unique library needs of each division, section and branch. Non-exempt employees may not work in excess of 40 hours per week without prior approval from the Director of Libraries. Exempt employees are expected to work 40 hours per week, or more if needed, to complete their job duties.

At the supervisor's discretion, individuals may be permitted to shift schedules within the week if the needs of the section or branch and the scheduling request of the employee coincide. Supervisors may schedule flex time for exempt and non-exempt employees if the work requirements are being met and sufficient staffing allows. If flex time use is going to vary from the normal work week for an extended period of time, the Director of Libraries must be informed in writing of intended variations. If flex time use will vary from the normal work week and be ongoing, the change must be submitted to and approved by the Director of Libraries.

Related Policy
City of Wichita Personnel Policy

Date of Last Review
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PER-005 Holidays

The Library is closed on the legal holidays that are observed by the City of Wichita. Employees are paid for these holidays. The Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. Additional closings may be authorized by the Board of Directors. Board-authorized closings are considered days off and are not paid holidays.

Related Policy
City of Wichita Personnel Policy

Related Forms
None

Date of Last Review
08/19/2014
**PER-006 Public Policy and Participation by Staff**

It is the responsibility of Library administration to keep all employees informed of actions affecting library policies, both proposed and adopted. It is the responsibility of every employee to keep administration informed of concerns regarding these actions. Since members of the press may be present at meetings when important decisions are made, it is possible that there will be instances when the media will report official decisions before administration can inform library staff.

**Public Issues**
Staff members have the right and responsibility to become involved in public issues. Membership and leadership in community organizations are encouraged as long as this involvement takes place on an employee's own time, does not interfere with job performance, or create a conflict of interest. (See City Personnel Policy 6.10.)

Employees are not permitted to solicit public support for or against library-related issues during on-duty hours. Organizing the public on library issues should be left to the public. No petitions either in support of or in opposition to library activities shall be made available to the public within library facilities. (See City of Wichita Administrative Regulation #20.)

It is the responsibility of the administration to make information concerning regular and special Library Board meetings available to the staff and customers throughout the Library system in sufficient time for them to express their opinions through proper channels prior to a policy decision.

Once the Library Board of Directors and/or City Council adopts a policy, it is the responsibility of all staff members to abide by it.

**Media Relations**
A good working relationship with the media is an invaluable tool for the dissemination of library information to the community. To help maintain a positive media relationship it is essential that staff members at all levels be kept as informed as possible of policies, both proposed and adopted.

Comments made by library employees to the media should be limited to a statement of policy. Requests for additional information should be referred to the Director of Libraries, the Special Projects Librarian, or the Librarian-in-Charge. All requests for comment on behalf of the Board of Directors should be referred to the Board President or his/her designee.

**Related Policies**
City of Wichita Personnel Policy
City of Wichita Administrative Regulation #20

**Date of Last Review**
08/19/2014
PER-007 Staff and Volunteer Benefits

In addition to any benefits provided through the City of Wichita, employees of the Wichita Public Library enjoy several privileges.

Staff is not charged hold fees for borrowed Library materials. Staff is not charged reserve or overdue fees, although continued abuse of this privilege will result in disciplinary action.

Continuing education opportunities may be available for staff.

Active permanent volunteers will not be charged a hold fee for their library materials in recognition of their service to the library. Permanent volunteers are those who have worked at the Library at least four hours per month for a minimum of three months. Service must be ongoing and not seasonal. A “volunteer” who receives compensation from another organization or whose service is mandated by another organization or the courts does not qualify for this privilege. An individual who continues to volunteer freely after completing volunteer objectives for another organization may then qualify.

Related Forms
None

Date of Last Review
08/19/2014
PER-008 Volunteer Program

The achievement of the goals of the Wichita Public Library is best served by the active participation of citizens of the community. To this end, the Library accepts and encourages involvement of volunteers at all appropriate levels of programs and activities.

To become part of the volunteer program, individuals must be at least twelve years of age or ready to enter the seventh grade. Parental permission to volunteer is required of all individuals under the age of eighteen. Youth volunteers may volunteer through the teen volunteer program that support summer reading activities or they may volunteer as individuals at any time during the year.

In addition to volunteering for the Library, individuals may become volunteers for the Library’s support organizations (Friends of the Library, Wichita Genealogical Society). Unless explicitly noted, this policy applies to all volunteers working in Wichita Public Library facilities as well as volunteers assisting with outreach activities on behalf of the Library.

Definition of Volunteer
A volunteer is anyone who, without compensation, performs a task at the direction of or on behalf of the Wichita Public Library. This includes individuals working within library facilities on behalf of the Library’s support organizations. Within the volunteer program are several subsets of volunteers. These include:

- ACTIVE VOLUNTEERS: those who contribute a minimum of four hours of service during the month.

- ACTIVE PERMANENT VOLUNTEERS: those who are contributing service on an ongoing basis with a minimum of four hours of service for three or more consecutive months. Seasonal service does not qualify an individual for “active permanent” volunteer status, nor does service contributed through an employment or community service program. Active permanent volunteers receive some staff privileges (see PER-007 Staff and Volunteer Benefits.) These benefits continue as long as the volunteer remains in “active permanent” status.

- PROGRAM VOLUNTEERS: those who contribute service through or on behalf of another agency or work program. Examples of program volunteers are those participating in student community service activities, work experience programs, student intern projects, corporate volunteer programs and other similar volunteer referral programs. It also includes individuals placed at the Library and paid for their service hours through programs such as but not limited to the Summer Youth Work Experience Program or the Senior Community Services Employment Program managed by the Workforce Alliance of South Central Kansas.

- SUPPORT GROUP VOLUNTEERS: those who contribute service with a library facility but for the benefit of one of the Library’s supporting organizations. These volunteers are supervised by those respective organizations and not by the Library’s staff or Volunteer Manager.
• TEEN VOLUNTEERS: those youth under the age of eighteen who provide seasonal service during the summer in support of the Library’s summer reading programs and activities.

Criminal Records Check
Volunteers must complete criminal background checks if over the age of eighteen and be officially approved by the Wichita Public Library prior to beginning service in the volunteer program.

All support group volunteers who are allowed unsupervised access into staff-only areas of library facilities or who work with cash handling, public computing services or children are required to complete a criminal background check. Support group volunteers providing service in other ways may be exempted from the requirement of a complete criminal background check prior to the start of their volunteer service within a library.

Employees and Employee Family Members as Volunteers
The Fair Labor Standards Act (FLSA) prohibits currently employed City of Wichita employees, including library staff, from working as Library volunteers.

Family members of staff are allowed to volunteer with the Wichita Public Library. When family members are volunteers, they will not be placed under the direct supervision or within the same branch or section with currently employed members of their family.

Conflict of Interest
No person who has a conflict of interest with any activity or program of the Wichita Public Library, whether personal, philosophical, or financial will be accepted to serve as a volunteer with the Wichita Public Library.

Confidentiality
Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the Wichita Public Library or other corrective action.

Service at the Discretion of the Library
The Wichita Public Library accepts the service of volunteers with the understanding that such service is at the discretion of the Library. Volunteers agree that the Wichita Public Library may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the Wichita Public Library.

A volunteer may at any time, for whatever reason, decide to resign from volunteer service with the Wichita Public Library.

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