

Wichita Public Library Policy Manual

Personnel

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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

11/16/2004

Wichita Public Library Policy Manual

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

Date

11/16/2004

Wichita Public Library Policy Manual

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)

Date

11/16/2004

Wichita Public Library Policy Manual

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

11/16/2004

Wichita Public Library Policy Manual

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. In addition the Library is also closed on Easter Sunday and the Sunday before Memorial Day and Labor Day. 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

11/16/2004

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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

11/16/2004

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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

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