

Portage Public Library
PERSONNEL POLICY

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I Introduction

(A) This Personnel Policy is not intended to replace the *City of Portage Personnel Policies & Procedures Manual*. Rather, this policy is intended to supplement and lay out more specific processes in a few targeted personnel-related areas. Operating under Wisconsin Statutes in 43.58 the Library Board supervises the administration of the public library and shall appoint a librarian that prescribes the duties and compensations of assistants and employees. The provisions listed below allow for more specificity than are provided in the *City of Portage Personnel Policies & Procedures Manual*.

(B) The intent of these personnel additions is to clarify expectations and provide further direction in areas which allow for broad interpretation, as it relates to library staff.

II Probationary Period

(A) The library will treat the Introductory Period (first six (6) months) laid out in the *City of Portage Personnel Policies & Procedures Manual* as a Probationary Period.

1. In addition to training, orientation and evaluation this period will be used to measure the employee's ability to accomplish all tasks set forth in their written job description; to closely monitor their capabilities and behavior; and determine their suitability to fulfilling the requirements of the job.
2. During this Probationary Period, an employee can be dismissed without cause. If an employee is disciplined or dismissed, that employee will not have recourse through the grievance procedure.
3. Probation may be extended at the discretion of the Library Director upon the recommendation of the supervisor.

III Time Off Benefits

(A) Sick leave accumulation and use has been laid out in the *City of Portage Personnel Policies & Procedures Manual*, include clarification of immediate family, sick time of more than three (3) days requiring a doctor's note and not utilizing sick time in increments of less than 30 minutes.

(B) In addition, the expectation is that any employee that cannot work, due to illness or injury, must call in at least one (1) hour before their shift begins. Calls must be made to the immediate supervisor, rather than emails or texts, regarding their absence. In the event the immediate supervisor is unavailable the employee must use the calling tree inform another supervisor and/or director, when they are unable to work. In most cases the second person to call will be the Library Director.

IV Personal Appearance and Uniforms

(A) The dress code for the library does not include: frayed, ripped or torn jeans/pants or jeans/pants with holes in them; dirty or soiled attire; shirts that reveal the stomach and belly button; clothes that reveal undergarments; shorts and dresses that do not reach to just above the knee; clothing with profane or offensive language or anything of a political, religious, sexual or drug-related nature; or any clothing that misrepresents the library, contrary to the library's mission or vision.

V Attendance and Punctuality

(A) All employees are expected to begin their shifts at the time they are scheduled. Any lengthy personal conversations and interactions should be accomplished prior to the beginning of the work day. All employees are expected to continue working until the completion of their shifts as scheduled. Extended personal conversations or plans should occur outside of work hours.

Approved by the Portage Public Library Board of Trustees
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