

## **James Kennedy Public Library Personnel Policy**

### **City of Dyersville Employee Policy Handbook Statement:**

The James Kennedy Public Library is a department of the City of Dyersville. As such, we follow the City of Dyersville Employee Policy Handbook established by the City of Dyersville, with alterations and addendums as deemed appropriate by the Library Board.

The Table of Contents of the City of Dyersville Employee Policy Handbook, is included with this document to illustrate the overall content, as are the following addendums:

### **Section 3.2: Employee Appearance**

### **Section 9: Holidays**

### **Section 14.1: Inclement Weather**

### **Section 14.7 & 14.8: Social Media Sites and Social Media Comments**

**Definitions:** Because the library has an autonomous governing Board of Trustees, in the Employee Handbook where it refers to city administration and government, the following definitions will typically be applied:

Department Head – Library Director

City Administrator – Chairperson of the JKPL Personnel Committee

Mayor or member of the City Council – Board President or a member of the Board of Trustees

City Council – JKPL Board of Trustees

Adopted 1989, reviewed 2/02, revised 3/07, 12/08, reviewed 2/2012, revised 3/2015, revised 2/2017, revised 3/2019, 4/2019, 1/2022, 2/2022

To be reviewed: Annually or when the City has policy changes.