



CASCADE PUBLIC LIBRARY

Personnel Policy

Qualifications

The Library Director must have a college degree. The Director must complete state certification within eighteen months of employment at the Cascade Public Library. Other qualifications for the Library Director are listed in the job description on file.

Library support staff must have a high school diploma or equivalent. Other qualifications for library support staff are listed in the job description on file.

Duties

General supervision and direction of all employees shall be the direct responsibility of the Library Director, who in turn is directly responsible to the Cascade Library Board of Trustees. The President of the Library Board of Trustees will evaluate the Library Director annually and share that evaluation with the rest of the Library Board.

Library support staff, reports to the Library Director. They work with the Director to provide the best possible library service to meet the needs of the patrons. When the Library Director is not available, the Lead Library Assistant is the person in charge. Support staff will be evaluated by the Director annually.

Work Week

The library will be opened on the days and hours approved by the Library Board, except those days which coincide with the following holidays: New Year's Eve, New Year's Day, the Saturday before Memorial Day, Independence Day, the Saturday before Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and December 26. Library staff will be paid holiday pay for the holidays listed above, except for the Saturday before Labor Day, the Saturday before Memorial Day, December 26. The Library Board may also decide on other Holiday closings. All closings will be posted to the public at least one week in advance.

To maintain a productive work environment and ensure that the library is open during its posted hours, the Library Board, Library Director, and Lead Library Assistant expect employees to be reliable and to report for their assigned shifts. Absenteeism places a burden on other employees. Failure to report for assigned shifts can cause the library to close early or for programming to be cancelled. Employees should notify the Director of expected absences as soon as they are aware of the anticipated absence. At a minimum

48-hour notice is required for the absence to be considered excused. Upon reaching 5 unexcused absences in a year, the employee may be subject to termination. The year will begin with the first unexcused absence and end a year from that day. No call/no show is grounds for immediate dismissal. Continuous failure by part-time staff to show up for shifts may lead to work hours being reassigned to more reliable staff. Poor attendance is disruptive and may lead to disciplinary action, up to and including termination of employment.

The library will be closed or will close early on days when the weather does not permit safe travel for staff.

City of Cascade/Cascade Municipal Utilities Policy Handbook

The Cascade Public Library Board of Trustees approved utilizing the Personnel Handbook used by the City of Cascade and Cascade Municipal Utilities at the September 10, 2024, meeting for the library. All policies in this handbook apply to the Library Director, Lead Library Assistant, and Library Assistants at the Cascade Public Library.

Compensation

The Cascade Public Library Board determines compensation for all Library personnel.

Hiring

The Board of Trustees will hire the Director and staff. Dismissals and suspensions will be addressed by the Board of Trustees with input from the Director.

Staff Grievances

Staff interactions are very important in the library. All staff members are expected to treat one another with dignity and respect. If there are disagreements, or someone doesn't feel like they are being treated with respect, the following steps will be taken to address the situation:

1. Staff members who feel there is a problem will sit down with the Library Director to discuss said problem. The staff member making the complaint may include a written statement if they would prefer to.
2. The Library Director will meet with the staff member the complaint is against.
3. If the staff member who filed the complaint does not feel that the issue has been resolved after meeting with both parties, then the next step is to file a written grievance with the Library Director. The Director will then address the staff member who the grievance is filed against, and that staff member

may receive a formal write-up. This is at the discretion of the Library Director.

4. If the second meeting and/or write-up does not resolve the problem a meeting will be held with the staff member the complaint is against, a Library Board member, and/or the Library Board President. This meeting could potentially lead to termination of the staff member.

Grievances by staff should be made to the Library Director in writing. If not handled satisfactorily the grievance can be submitted to the Library Board President only after it has been submitted to the Director.

By the Cascade Public Library Board of Trustees

Adopted: 1/8/15

Revised: 11/6/17, 09/02/25, 4/7/26

Reviewed: 10/2/18, 8/5/20, 11/4/21, 9/5/23



Kathryn Balster, President Cascade Library Board of Trustees

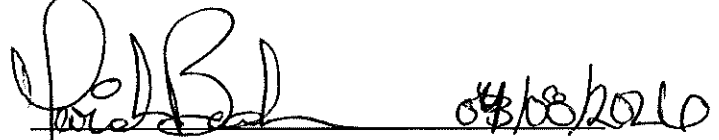
Received and Reviewed by Library Director

 4/8/26

Signature

Date

Received and Reviewed by Lead Library Assistant

 4/8/2020

Signature

Date

Received and Reviewed by Library Assistant

Signature

Date

