

## Personnel Policy

adopted 3.21.2023 dmw

Decatur Public Library Personnel Policies are in accordance with City of Decatur Personnel Policies.

### General Work Rules

**Dress and Grooming Standards:** In addition to following the City of Decatur Dress and Grooming Standards in the City of Decatur Employee Handbook, section 11, staff will wear approved apparel and identity tags provided by management which clearly identifies them as a library employee. Employees are expected to wear professional attire and name tags during work hours when working directly with the public. Identification of staff must be displayed above the shirt pocket on the right side of the body so as to be visible to the public.

Staff members are expected to dress in a professional manner that will inspire confidence in their ability to perform their job functions. A Casual Friday/Saturday policy is observed allowing employees to wear jeans without rips or tears on Fridays and Saturdays with an appropriate shirt or blouse.

As all employees are in contact with the library's external and/or internal users, the library asks that all employees refrain from wearing excessive fragrance (perfume or lotions).

The library observes a business casual dress policy as defined in section 11.5 of the City of Decatur Personnel Policy.

Inappropriate business attire as defined in section 11.5.2 includes:

- o Provocative or revealing attire;
- o Wrinkled, ripped, torn, tattered or soiled clothing;
- o Sweats or apparel traditionally worn for exercise workouts;
- o Thong (or flip-flop) sandals or other casual footwear such as Crocs;
- o Employees may not have visible tattoos which could be deemed offensive. Also prohibited are nose rings/studs, eyebrow rings/studs, tongue studs or similar types of facial jewelry. These items should be concealed or removed during work days.

Plain t-shirts, floral t-shirts, and other shirts with a polished appearance are acceptable. Library or program related t-shirts (such as the Summer Reading Challenge shirts) are also acceptable. T-shirts with slogans, cartoons, bands, and similar graphics should be avoided.

Professional attire is expected of any employee completing a presentation or representing the library in the community.

Exceptions for the policies outlined above will apply for special events or programming with approval of the Director for full-time staff or the Circulations Manager for part-time staff. In these instances, employees are asked to dress for their daily tasks. For example, if an employee knows their tasks will involve cleaning or crawling during story time, the employee may dress accordingly. However, sweats are still strictly prohibited.



If employees are uncertain or have questions regarding attire, full-time staff should ask the Director and part-time staff should ask the Circulations Manager. Employees are asked to err on the side of caution and avoid wearing attire that might be in violation of this policy.

**Attendance:** Regular and consistent attendance is required for all employees. See City of Decatur Employee Handbook, Section 15.1 through 15.4. A regular work day at the library normally begins at 9:30 a.m. and ends at 6:00 p.m. Staff will be in the scheduled work area and be ready to work at the scheduled time. Staff will notify supervisor or co-workers in work area when leaving the work area. Staff will notify the Person-in Charge (PIC) when leaving the building, except for a dinner break which is on the schedule.

**Breaks:** See City of Decatur Employee Handbook, Section 15.5.

**Compensation Plan:** See City of Decatur Employee Handbook, Section 22

Staff earning compensation time are required to notify their supervisor prior to earning the time (reason for earning must be approved). Time can be taken only after being earned and recorded. The city payroll record will be the final authority. With supervisor's approval, staff may earn compensation time when participating in library-related events and activities that occur outside of regular staff schedules, in accordance with City of Decatur personnel policies.

**Food and Beverages in the Workspace:** Food and beverages (in covered beverage containers) may be discreetly consumed in non-public view. This privilege may be suspended by the library director or supervisors if the professional image of the library is impaired.

**Library Building:** If a key is issued for any reason, the employee is responsible for the whereabouts and return of the key. Failure to do so may result in a charge to rekey the lock(s) in question.

Staff must have prior approval to be in the DPL building outside of its hours of operation.

No smoking is permitted in the library at any time or within 25 feet of the library building.

In order to project a professional public image and enhance morale and efficiency, as well as to provide a safe working environment, each employee is required to maintain a clean and orderly work area.

**Library Equipment:** At the director's discretion, staff may utilize library equipment for personal business. Public use has priority. Personal use of equipment must not conflict with library use and must be taken during non-work hours.

Staff will not use computers for personal use at public service desks during the hours the library is open.

Supplies associated with the operation of any of the above listed equipment are the responsibility of the staff member.

**Staff Rights:** DPL employees have rights that should not put them in conflict with the rights of users:

- The right to be treated respectfully.
- The right to work in a safe environment.
- The right to ask a user to abide by policies of the library.
- The right to offer options when a user's request exceeds DPL's resources.