

Southwest Florida Library Network Personnel Policy Manual 09/01/01

- I. Authority
 - A. All policy and personnel decisions rest with the Southwest Florida Library Network (SWFLN) Board of Directors.
 - B. The Board recognizes that as long as SWFLN is affiliated with the Florida Gulf Coast University (FGCU), the policies must/shall not be in conflict.
 - C. The legal entity behind SWFLN is FGCU, not the Board of Directors. FGCU acts as the fiscal agent for SWFLN.

- II. Working Environment
 - A. **EEOC.** The SWFLN Board recognizes its responsibility as an employer to ensure equal employment opportunities for all qualified persons and to prohibit discrimination in employment and in the workplace. The Board will make every effort to provide equal employment opportunities to all qualified persons without regard to race, color, creed, national origin, age, or sex; and in keeping with the Americans with Disabilities Act.
 - B. **Sexual Harassment.** Sexual harassment of all personnel is prohibited in any form. SWFLN's policy is to provide a work place free of unwelcome sexual advances, requests for sexual favors, or any other conduct or communication constituting sexual harassment as defined and prohibited by State and Federal law.

The Executive Director will take prompt, appropriate, disciplinary action against any of its personnel engaging in sexual harassment. Accordingly, employees who feel aggrieved because of such harassment are encouraged to communicate the problem immediately to the Executive Director, who will bring the matter to the Executive Committee within three working days.

- C. **Drug Free Workplace.** The unlawful sale, purchase, manufacture, distribution, dispensing, possession, or use of a controlled or illegal substance is prohibited on SWFLN premises and at any SWFLN activity. No employee is to report to work or to a SWFLN function while under the adverse influence of illegal drugs or alcohol, nor are SWFLN staff to consume alcohol during work hours in a way that adversely affects their performance. Violation of these policies by an employee shall be reason for evaluation/treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment.

- III. Position Classification
 - A. **Job Descriptions.**
Executive Director – See Appendix
Continuing Education Coordinator – See Appendix
Office Manager – See Appendix
 - B. **Salary Schedule.**

Title	Education	Responsibilities	Salary Range
Executive Director	MLS	See Job Description in Appendix	
Continuing Education Coordinator	MLS	See Job Description in Appendix	
Office Manager	High School Diploma	See Job Description in Appendix	\$21,013.89 to \$45,401.73

IV. Hiring

A. **Recruitment.**

Professional Personnel. Notices of job vacancies shall be placed in appropriate print and electronic publications and lists.

Non-professional Personnel. Notices of a job vacancy shall be placed in local print and electronic sources.

B. **Interview Procedures.**

Professional Personnel. The basis for employment will be the qualifications, knowledge, skills, and abilities as evidenced by, but not limited to, the following:

- Training and experience reflected on application forms and other relevant documentation, certifications, registrations, etc.
- Reference checks and background investigations.
- An MLS from an American Library Association (ALA) accredited university and three years of experience in libraries.

Interviews will be conducted as follows. A Search Committee appointed by the SWFLN president shall follow FGCU hiring policies and guidelines in making a recommendation to the Board. Upon approval, the recommendation will be sent to FGCU for formal appointment.

In the case of the Executive Director, the Search Committee shall select from the pool of applicants a group of candidates to be interviewed by telephone; the number will be narrowed down, and those most qualified will be selected for in-person interviews. These persons shall be invited to interview at SWFLN's expense. The Search Committee shall make a recommendation for hiring to the Board. The Board shall make the final decision.

Non-Professional Personnel. The Executive Director will interview candidates with the authority to hire and fire. The Search Committee shall follow FGCU hiring policies and guidelines.

V. Employees

A. **Full-time.** Unless it is an extenuating circumstance, at least one employee should be at the office during the normal working day. All employees are given one hour for lunch each day and are encouraged to take two 15 minute breaks, one in the morning and one in the afternoon. Employees are not to combine these breaks together in order to leave early, arrive late, or accumulate leave. Employees may, with the approval of the Executive Director, vary their work hours and work days, provided that their schedule does not conflict with the duties of their position. However, total hours for the week must equal 40. Full-time employees shall be eligible for all benefits.

B. **Part-time employees.** Part-time employees work less than 40 hours per week. Schedules are set by the Executive Director. Part-time employees are not eligible for benefits.

- C. **Temporary employees.** The Executive Director has the authority to determine the need for, select, and hire a person for temporary employment within the bounds of the budget.
- D. **Probationary Period.** All new staff, both professional and non-professional, shall serve a probationary period of six months. During this probationary period, the individual can be dismissed at the discretion of the Executive Director. The Executive Director can be dismissed at the discretion of the Board.
- E. **Performance Evaluations.** All employees shall be evaluated by their immediate supervisor at any time after 60 days and no later than six months from the date of hire, to determine whether or not the employee will be hired permanently or terminated. In the event that the position being evaluated is the Executive Director, the President of the Board will conduct the evaluation with input from other members of the Board.

If the new employee is retained, a second evaluation shall be conducted at the end of one year of employment, and each year thereafter.

Evaluations shall be in writing and shall be reviewed with the employee. The employee shall have the right to respond in writing and have that response placed in the personnel file.

- F. **Discipline.** If the performance of an employee becomes unsatisfactory at work, or if the employee exhibits a pattern of conduct that falls below a proper level of expectation, the Executive Director shall institute a series of escalating disciplinary measures as follows:

- Informal verbal warning.
- Formal verbal warning--one on one discussion with employee about the problem; discuss ways performance can improve. Give set time for employee to demonstrate improvement.
- Written warning--again discuss; explain what changes must take place. Place warning in personnel file and report problem to Executive Committee.

- G. **Grievance Procedure.** The Board encourages the informal resolution of all problems whenever possible before filing a complaint. It encourages open communication so resorting to the formal complaint procedure will not usually be necessary.

- H. **Moonlighting.** Employees may hold outside employment as long as it does not interfere with SWFLN duties or activities. Employees must advise the Executive Director of such employment. The Executive Committee shall be informed if the Executive Director is considering outside employment.

VI. **Hours Worked and Attendance.**

The Board of Directors shall establish the hours of work. Normal work hours for the SWFLN office are 8:00 a.m. to 5:00 p.m., Monday through Friday, which includes a one-hour lunch break. The workweek begins at 12:01 a.m. Friday and ends at 12:00 midnight Thursday.

All employees are expected to report for duty at the scheduled time. Habitual or excessive absenteeism or lateness shall be sufficient cause for disciplinary action.

Additional work hours other than the normal day may be required of employees.

In situations involving dangerous weather conditions, employees who are regularly scheduled for work at that time will be paid at their regular rate.

Overtime.

Any overtime worked must have the prior authorization of the Executive Director. Non-exempt, full-time employees, when required to work additional hours beyond or outside the normal 40-hour week, shall receive overtime pay or compensatory time at the discretion of the Executive Director.

Overtime pay shall be calculated at the rate of one and one half times the employee's base hourly rate.

Employees classified as exempt are not eligible for overtime pay.

VII. Benefits

As long as SWFLN is affiliated with FGCU, full-time staff will be eligible for the university insurance and other benefits such as workers compensation, retirement, holidays, and personal leave.

Professional Development.

Professional staff are expected to maintain a high level of knowledge about trends, new developments, and current issues in the profession. This expertise can be maintained through membership in key professional organizations, attendance at continuing education events, purchase of reference materials, and subscriptions to professional journals. SWFLN encourages staff to avail themselves of these opportunities and will pay for certain aspects of continuing education:

- approved by the Executive Director and
- the request is job related, or can be shown to enhance an employee's job skills.

Fees for workshops, conferences, seminars, and classes meeting the above criteria will be paid by SWFLN when provided for in the annual budget.

Mileage for pre-approved travel will be reimbursed at the State of Florida allowance rate in effect at the time of travel.

Conference attendance and travel by the Executive Director will be subject to approval by the Executive Committee and budgeted for accordingly.

VIII. Resignation

A. **Executive Director** should give written notice to the SWFLN Executive Committee at least three weeks in advance. Before leaving employment, an exit interview will be held with the Executive Committee.

B. **Other Staff** should provide the Executive Director with at least two weeks advance written notice.

IX. Dismissal

The Executive Director is terminated by the Board.

Other employees are terminated by the Executive Director, who will report the action to the Executive Committee.

X. Miscellaneous

A. **Employee use of SWFLN facility, equipment and property.** SWFLN property is not to be used for anything other than SWFLN operations and activities without prior approval of the Executive Director. Any long-term use, over three days, must have Executive Committee approval.

B. **Office Closure.** The SWFLN office will close when the FGCU officially closes. The Executive Director will report the time of closing to the Board President.

C. **Holidays.** In compliance with FGCU policy, the SWFLN office will close in observance of the following holidays:

- New Year's Day
- Martin Luther King's birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Day

If any of these holidays falls on a Saturday, the preceding Friday will be observed as the holiday. Likewise, if any of these holidays falls on a Sunday, the following Monday will be observed.

D. **Purchasing authorization and Control.** While FGCU serves as the fiscal agent for SWFLN, the cooperative will follow the university's purchasing procedures. The Executive Director has the authority to authorize up to \$1,000, per occurrence, in unbudgeted expenditures without Board approval.

NATURE OF THE WORK:

The Executive Director works with the Executive Committee and the Board of Directors to administer, manage, and direct all operations of the Southwest Florida Library Network (SWFLN). This person must be highly motivated and able to demonstrate excellent interpersonal skills, sound fiscal management abilities, strong planning and organizational skills, and be an effective communicator.

SWFLN operates under the fiscal management of Florida Gulf Coast University, but is a separate entity incorporated as a 501 c (3) nonprofit corporation in the State of Florida. The Board of Directors sets overall direction and establishes policies for SWFLN. The Board is a governing body which adopts policies and budgets. The Executive Director works closely with the Board and makes recommendations on plans and policies. The Executive Director is responsible for managing the operations of the organization, implementing decisions of the Board, and hiring and supervising personnel. The Executive Director reports to the Board of Directors and is expected to maintain a friendly working relationship with all Board members.

RESPONSIBILITIES AND DUTIES:

With guidance from the Treasurer and Board, prepare, update, and track the operating budget. Provide budget summaries to the Board, as required. Responsible for the timely expenditure of all funds. Work closely with FGCU departments such as Payroll, Purchasing, Human Resources, and Finance and Grants to ensure that SWFLN adheres to FGCU guidelines. Provide information to the Board and recommendations for fee structures for membership and member services.

Prepare grant applications in a timely manner. Ensure that all grant-related reports are completed as required by funding agencies. Inform the Board of available grant monies, progress of applications, receipt of funds, expenditures, and progress of grant funded projects.

Prepare a monthly Executive Director's report for the Board and Executive Committee. Attend meetings of the Executive Committee, Board, General Membership, Standing Committees, Interest Groups, and others as necessary. Assist the Board in developing and updating the long-range plan for SWFLN and monitor its progress.

Prioritize activities, identify problems, and seek solutions. Inform the Board and Executive Committee of existing problems and work in a collaborative problem-solving mode to deal with them.

Prepare regular information bulletins, newsletters, or announcements to communicate with all members and to increase the visibility of SWFLN in the library community.

Visit member libraries to promote understanding and involvement in the cooperative. Participate in and represent SWFLN at regional, state, and national professional organizations and meetings.

Provide leadership in current developments in library technology, with attention to database and telecommunications technology. Become familiar with pertinent documents, studies, and reports on library cooperation and library networking in Florida.

Be available as a speaker representing SWFLN at local meetings of professional and civic organizations. Promote SWFLN by coordinating the efforts of local libraries in providing information to governing bodies about issues of resource sharing.

Develop relationships with vendors to provide discounts for members for equipment, supplies, and other materials.

Develop continuing education and professional development opportunities for the membership. Develop and coordinate workshops of various topics identified by the membership.

Consult with the State Library of Florida staff and with other library cooperative directors in the state to coordinate and cooperate in statewide developments and to review networking plans and issues.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

An MLS degree from an ALA-accredited library school. A minimum of five years experience in professional librarianship, at least three of which shall have been in a managerial/administrative capacity. Working knowledge of the Internet and other electronic sources. Demonstrated planning, organizational, and communication skills; a working knowledge of OCLC and library automation; and a commitment to interlibrary cooperation.

PREFERRED QUALIFICATIONS:

Demonstrated library leadership and management achievements; experience working with a policy-making board; experience in diverse library settings; flexibility regarding work schedule and travel; strong background in financial management of non-profit organizations; and experience working with a multitype library cooperative.

**Southwest Florida Library Network
Librarian – Continuing Education Coordinator**

NATURE OF THE WORK:

The Continuing Education Coordinator will have a primary role in developing continuing education and training services of the Southwest Florida Library Network (SWFLN). This person must be highly motivated and able to demonstrate excellent interpersonal skills, strong planning and organizational skills, and be an effective communicator.

RESPONSIBILITIES AND DUTIES: This position reports to the Executive Director of the Southwest Florida Library Network (SWFLN) and has the primary role in developing and marketing the SWFLN continuing education and training services. In addition, with guidance from the Executive Director, the CE Coordinator will develop, track, and suggest revisions for the Continuing Education program and services budget. The CE Coordinator will develop training and CE modules and materials for library use, and same for use with library users; conduct training sessions; coordinate continuing education and training events with contract trainers; work with SWFLN committees to plan and implement CE; identify CE needs of member libraries; identify CE resources in SWFLN members and other agencies; develop SWFLN CE calendar; market CE events; supervise registration and local arrangements for CE events; and assist with grant applications related to CE and training. Other duties as assigned.

MINIMUM QUALIFICATIONS: Master's degree in Library Science from an accredited institution and a minimum of three years' experience. Demonstrated ability to design training materials, and modules, and to present training events. Excellent presentation skills. Proficiency in online information and Internet resources. Project management and scheduling skills with high level of initiative. Florida driver's license and transportation within the region.

PREFERRED QUALIFICATIONS: Familiarity with SWFLN region and libraries; proficiency with PC's, hardware and software; demonstrated skills with teams.

SPECIAL POSITION NOTES: This is a grant-funded position, renewable yearly through the State Library of Florida and the SWFLN membership. This position requires the incumbent to present continuing education and training programs across the service area.

KNOWLEDGE, SKILLS AND ABILITIES: The successful candidate for this position must possess a high level of initiative, flexibility, and organizational skill; excellent verbal and written communications skills; knowledge of online information resources; ability to relate to and work with a broad spectrum of people; ability to represent SWFLN at state and professional meetings.

Office Manager

NATURE OF THE WORK:

This position is responsible for all office management activities associated with the SWFLN (Southwest Florida Library Network). The incumbent must be able to communicate programmatic, policy and procedure information to all levels of contact. This person is the primary support position to the Executive Director.

RESPONSIBILITIES AND DUTIES:

% of Time
For Each

- 45% Provides administrative support to SWFLN office, including but not limited to:
- providing information to all inquiries regarding SWFLN activities;
 - manages receipt and distribution of incoming and outgoing mail;
 - typing of reports, business letters, and general correspondence;
 - maintains manual filing and electronic documents systems;
 - schedules meetings and assures appropriate equipment is available;
 - processes and receives registrations for continuing education events;
 - records minutes of meetings of some committees;
 - coordinates meeting schedules and events where necessary;
 - prepares Travel Authorization Requests and vouchers for payment, makes travel arrangements, and prepares itineraries for staff trips;
 - contributes to office and agency organization change.

- 25% Assists with development and monitoring of the department budget. Maintains fiscal records and processes required documents. Assists in maintaining invoices, reports, and spreadsheets. Assists in preparing and maintaining a variety of statistical reports.

- 10% Provides a variety of support to SWFLN continuing education events including on-site assistance with arrangements, refreshments, registration, and clean-up.

- 5% Responsible for participating in ongoing training to maintain currency with word processing, spreadsheets, workshop registration, other office software, and basic Internet skills including electronic mail.

Marginal Functions of the Job

- 4% Others duties as assigned.
- 3% Responsible for ordering and inventorying office and meeting supplies and equipment. Prepares requisitions for equipment, supplies, and services upon request.
- 3% Assists in the maintenance and updating of policy and procedure manuals.
- 3% Assists with special projects as requested.
- 2% Assures compliance with SWFLN guidelines and procedures re: purchasing, travel, and requisitions, and establishes effective relationships with appropriate personnel in the pertinent SWFLN offices.

Machines and equipment used regularly and percentage (%) of time in the operation of each.
40% Personal Computer
10% Photocopier
5% Facsimile Machine

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor: Specific instructions for new activities. General supervision for ongoing activities. Authority to function independently.

Working Hours: a) Daily from 8:00 AM to 5:00 PM, Monday thru Friday.
b) Total hours per week: 40 Hours.
c) Occasional coverage of evening and Saturday events.

SPECIALIZED MINIMUM QUALIFICATIONS:

High school diploma plus five years appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience

PREFERRED QUALIFICATIONS:

Experience as secretary/office manager/administrative assistant with a small agency, communicating with and serving a broad range of people, and maintaining excellent relationships with same.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of general procedures. Demonstrated ability to handle a variety of tasks. Knowledge of word processing (MS Word preferred), spreadsheets, and Microsoft Office software. Ability to effectively communicate verbally and in writing. Demonstrated skill in planning, scheduling, and recording meetings. Take charge, detail-oriented individual with high degree of accuracy.