



<b>Policy Section</b>	<b>2.00</b>
<b>Number</b>	<b>2.01</b>
<i>Effective</i>	10-1992
<i>Revised</i>	<b>02-04-2020</b>
<i>Reviewed</i>	<b>10-5-2023</b>

## Personnel and Continuing Education

The Library Board of Trustees follows the personnel policy of the City of Mountain Home, as outlined in the City of Mountain Home Personnel Policy.

The Board of Trustees has sole responsibility for hiring, supervising, and evaluating the Mountain Home Public Library Director, who serves at the pleasure of the Board, under Title 33, Chapter 26 of Idaho Code.

The Director, in accordance with City policy, has the authority over all personnel, and will recommend to the board the hiring, promotion, reassignment, scheduling, and dismissal of any library employee whose attitude, professional ethics and conduct, or performance or duties make such action advisable.

The Library is committed to providing equal employment opportunities for all persons.

### **PROCEDURE BEFORE AFFECTING PAY**

**All City employees are At-Will employees however, before you proceed with any decision that may affect the employees pay, i.e. suspension, demotion or termination, please contact the City Clerk/HR Department and the Mayor.**

Any employee complaint should be addressed to the Library Director. If the complaint involves the Library Director, it can be taken to any Library Board Trustee who will contact the Chairperson to determine if a special Board meeting is required, or can be addressed at the next regularly scheduled Library Board meeting.

### **Continuing Education**

It is the policy of the Library Board to encourage and continue personal and professional development of staff through membership in civic, educational, and professional organizations. Attendance of staff at library institutes and conferences of library associations may be financed to the greatest extent possible within bounds of the library's budget.

Priority will be given to training full time staff in areas which enhance activities stated in the Library's Strategic Plan.



<b>Policy Section</b>	<b>2.00</b>
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## Employee and Volunteer Dress Standards

Staff members are expected to present a professional image to visitors, patrons, and the public. While adhering to the following guidelines, employees are encouraged to use their best judgement to dress neatly, professionally, and appropriately for both their job assignments and the day's anticipated activities.

- Acceptable attire will be neat and clean. The attire could include, but is not limited to slacks, khakis, sports shirts, skirts, capris, and sweaters, clean jeans without holes, non-hooded sweatshirts, clean tennis shoes, sandals, or boots. Clothing with noticeable stains, tears, holes, foul language or obscene images may not be worn.
- Shirts should be free from slogans, logos (with the exception of shirt manufacturer's logos such as the Under Armour logo), writing, pictures or advertisements. This excludes library-related shirts or those which promote community spirit (such as local school shirt/university clothing).
- No clothing that exposes the midriff, navel, or cleavage.
- Shoes should be appropriate for the job assignment. Flip-Flops are not permissible.
- Hoodies, sweat pants, workout pants, yoga pants, and pajama pants are not appropriate work attire.
- No outdoor hats or caps may be worn inside the library building.
- Facial hair should be neatly groomed.
- Poor personal hygiene is not professionally acceptable.