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4.7 Personnel Hours Policy

I. Personnel Work Days

A. 33 Hours Per Week Full-Time Staff

1. The 33 hours per week full-time staff of the library shall not begin their workday until 9:00 a.m.
2. In special cases, the library director may give permission for earlier arrival on a non-ongoing basis for such things as travel to workshops, special events, etc.

B. Part-Time Staff

1. The part-time staff of the library shall not begin their workday until 9:30 a.m.
2. The part-time staff of the library shall not work a shift exceeding 5 hours per day.
3. In special cases, the library director may give permission for earlier arrival or a longer shift on a non-ongoing basis for such things as emergencies, travel to workshops, special events, etc.

II. Holiday Time-Off

A. 40 Hours Per Week & 33 Hours Per Week Full-Time Staff

The full-time staff of the Emmetsburg Public Library shall receive the following days as paid holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve after 2:30 p.m unless noted otherwise below.
Christmas Day
New Year's Eve after 2:30 p.m unless noted otherwise below.
Floating Holiday

Additionally, the following conditions shall prevail in awarding holiday pay:

1. If an employee would otherwise draw duty on the day of any of the above given holidays, except Christmas Eve and New Year's Eve, then 33 hours per week employees shall receive 7 hours paid leave for that day and 40 hours per week employees shall receive 8 hours paid leave for that day.
2. If an employee would otherwise draw duty on Christmas Eve and New Year's Eve, then 33 hours per week employees shall receive 3.5 hours paid leave for that day and 40 hours per week employees shall receive 4 hours paid leave for that day..
3. If an employee would not have otherwise drawn duty on one of the above holidays, except Christmas Eve and New Year's Eve, then 33 hours per week employees shall receive alternative time-off of 7 hours paid leave at a later date scheduled with the approval of the director. 40 hour per week employees shall receive 8 hours paid leave at a later date.
4. If an employee would not have otherwise drawn duty on Christmas Eve and New Year's Eve, then 33 hours per week employees shall receive 3.5 hours alternative time off at a later date scheduled with the approval of the director. 40 hour per week employees shall receive 4 hours paid leave at a later date.
5. When any of the above, except Christmas Eve and New Year's Eve, falls on a Sunday, 33 hours per week employees shall receive 7 hours alternative time off at a later date scheduled with the approval of the director. 40 hours per week employees shall receive 8 hours alternative time off at a later date.
6. If a 33 hours per week employee would otherwise draw duty in their regular schedule for less than 7 hours on a given holiday, then they shall receive the balance in alternative time off at a later date scheduled with the approval of the director. 40 hours per week employees shall receive the balance in alternative time off at a later date less an 8 hour shift.

7. If a 33 hours per week employee would otherwise draw duty in their regular schedule for more than 3.5 hours on Christmas and New Year's Eve and those falling on days where the library normally closes at 2:30 p.m., then they shall be responsible for additional time worked to reconcile the difference at (a) later date(s) scheduled with the approval of the director. 40 hours per week employees shall be responsible to reconcile the difference above 4 hours.

8. If a 33 hours per week employee would otherwise draw duty in their regular schedule for less than 3.5 hours on Christmas and New Year's Eve and those falling on days where the library normally closes at 2:30 p.m., then they shall receive the balance in alternative time off at a later date scheduled with the approval of the director. 40 hours per week employees shall receive the balance in alternative time off at a later date less than 4 hours.

9. If a situation arises that is not covered by these policies, the director's discretion will prevail.

B. Part-Time Staff

1. The part-time staff of the library shall not receive compensation for holiday closings.

2. Part-time staff may schedule alternative work times with the prior approval of the director to compensate for the loss of hours caused by holiday closings.

Adopted by the Board of Trustees: July 2011; Amended: December 2011; Reviewed: November 2017, January 2021, November 2023; Scheduled for Review: October 2026