

## PERSONNEL

Columbus Public Library personnel will adhere to the City of Columbus (City) personnel manual, including procedures established by supervisors and department heads, and conduct themselves in accordance with Library Board approved policies.

The City personnel manual may be periodically updated with each new version superseding all prior versions. Library personnel must understand all of its rules, policies, terms, and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination.

It is the policy of the City to provide equal employment opportunity to all employees and applicants for employment. No person is to be discriminated against in employment because of race, color, religion, sex, age, national origin, disability, marital status, AIDS/HIV status, genetic information, or any other class protected by applicable law. Additionally, the City also provides reasonable accommodation for such individuals with disabilities in accordance applicable federal, state and local laws.

## RESPONSIBILITY

When a need is determined by the Library Director s/he shall designate an acting director in her/his absence. If such a designation is not made, the Adult Services Librarian will be considered the Acting Library Director.

During times when the Library Director or Acting Library Director is not in the building, the ranking supervisor, as determined by the library organizational chart, will assume charge of the building and personnel, contacting the Library Director or Acting Library Director as needed. When no supervisors are present, an employee will be assigned as the primary contact, responsible for communicating with the Library Director or Acting Library Director regarding decisions.

## PROFESSIONAL DEVELOPMENT

The City recognizes the mutual advantages to be gained when employees engage in continuing education activities. By keeping up with changes in the world of information science, evaluating trends, and sharing knowledge and resources, library personnel are better equipped to provide excellent service for the community.

As such, library personnel are encouraged to engage in professional development through pursuing and participating in continuing education opportunities in the field of library service.

At a level appropriate to their position, library personnel should develop and participate in planned learning experiences designed to bring about changes in knowledge, skills, or attitudes which contribute directly to the delivery of quality library services and competent practice.

Adopted by the Library Board on 1/10/2002, revised 6/8/2006, 11/10/2011, 6/13/2013, 10/8/2015, Renamed from "Staff in Charge of Building and Personnel." Revised 09/09/2021