

21. GRIMES PUBLIC LIBRARY EMPLOYEE POLICY EXCEPTIONS

The Grimes Public Library will follow the City of Grimes Employee Handbook with the following additions/changes:

The Library Director will be in place of the City Administrator and/or Department Head throughout the handbook.

The Library Board would be in place of the City Council throughout the handbook.

Page 14: (4.350) Addition

Travel records must be kept before any compensation will be given to a library employee for automobile use.

All vacation must be approved by the Director.

(p. 24) 7.730 The Library maintains their own employee information area.

(p. 30) 8.810 Additions

The Library Director is the legal guardian of all patron records.

Approved by the Grimes Public Library Board of Trustees: 03/07; 02/16; 12/17