

## Personnel Policy

Personnel employment, salaries, promotions, dismissal, retirement, vacation, sick leave, emergency leave, dress code and resignation shall be as stated by the current Personnel Manual for the City of Scottsbluff.

### Library Hours

The Library shall be open:

Monday through Thursday	9:00 a.m. – 7:00 p.m.
Friday and Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

\*The hours are subject to change at the discretion of the Library Director after consultation with the City of Scottsbluff's City Manager.

### Holidays:

The Library will be closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

In keeping with the City of Scottsbluff's Personnel Manual, holidays shall be observed on the day they are observed by the State of Nebraska. When a holiday falls on a Saturday, the preceding Friday will be observed as the official holiday. When the holiday falls on a Sunday, the following Monday will be observed as the official holiday.

The Library will close no later than 4:00 p.m. on Thanksgiving Eve, Christmas Eve, and New Year's Eve.

If the Library Director believes the Library should be opened or closed for special circumstances, the decision will be made by the Library Director in consultation with the City of Scottsbluff's City Manager.

## **Staff Development**

The Library encourages attendance of all staff and library board members at professional meetings, conferences and conventions. When possible, time will be allowed with pay for staff members to attend.