

## INTRODUCTION POLICY STATEMENTS

I.1

### **Purpose**

This manual is created for the sole purpose of providing information to management, supervisors and employees regarding the current policies, procedures, practices, benefits and other matters. It is not practical or possible to have a policy, procedure, or guideline to cover every conceivable situation, therefore these policies, procedures and guidelines are not intended to be all-inclusive and shall not prevent, limit, or interfere with management's exercise of its rights and responsibilities as deemed necessary and appropriate.

### **Intent**

This manual is not intended to be, and shall not be construed as, a contract of employment, a promise, or a limit on the right of the William F. Laman Public Library System (hereafter called "The Library") to revise or promulgate new policies, procedures, practices, benefits or other terms and conditions of employment. Federal and State mandated policies and the procedures for carrying them out that are contained herein will change to comply with any changes made in the federal law, or regulations governing them. Other policies contained herein are subject to change at any time as directed by the Executive Director and/or The Board of Trustees. Revisions to the procedures to effect or implement the policies adopted herein may be made at any time it is necessary and advisable to so.

### **Employment at Will**

The Library or the employee may terminate the employment relationship at any time for any reason, with or without notice.

### **Gender Pronouns**

The use of specific gender pronouns has been avoided wherever possible. However, where such avoidance would have led to very awkward sentences, the masculine pronoun has been used and refers to both genders without distinction of gender and without discrimination.

### **Policy Establishment and Revisions**

The Executive Director, as the chief officer of the Library, is responsible for the administration of the day-to-day operations of the Library. As such, he has authority to issue Executive Orders establishing new or revised policies and procedures when necessary to more effectively and efficiently promote the interest of the Library and its employees. The Associate Director along with the Assistant Director for Finance and Administration are authorized and directed to interpret, develop, and implement necessary procedures and regulations to ensure the efficient administration of these policies. These policies will be reviewed and updated periodically. Any requests for additions or changes to this manual must be submitted to the Executive Director in writing.

### **Policy Enforcement**

Each department head is responsible for enforcing these policies and procedures. Department heads are also authorized to establish, communicate and enforce written and unwritten operational policies, procedures, and practices to ensure the efficient, safe, day-to-day operations of their respective departments to the extent that they do not conflict with federal, state, or local laws. All such policies must be submitted to the Executive Director before they are made effective.

INTRODUCTION  
POLICY STATEMENTS

I.1

**Employee Responsibility**

Employees are responsible for complying with the policies herein and for conforming to the directions, procedures and practices provided by departmental management in the fulfillment of these policies. Employees failing in this responsibility may not claim lack of knowledge as an excuse for performance deficiency or misconduct. Employees who fail to comply with the policies and procedures contained herein, executive orders, management's oral and written directives or who commit other serious acts of misconduct are subject to disciplinary action, including discharge.

**Dissemination**

All current employees and their supervisors shall be informed of the existence of these policies and procedures and will be provided with a copy as they are revised. This policy manual shall be made available on-line at

Department heads (or their authorized designates) are responsible for communicating and disseminating policies, procedures, rules, regulations and practices, whether written or unwritten, to their department's employees and for ensuring that they understand their responsibility to comply with them.

**Management Authority**

By compiling and providing these policies and procedures the Library does not relinquish its responsibility to operate in an efficient, effective manner, and retains full right and responsibility to direct the operations of Library departments in accordance with federal, state and local statutes, ordinance, regulations, decrees, and any written or unwritten policies, rules, regulations, procedures, practices and directives. Nothing contained in this policy manual shall restrict any of the usual management rights of the Library, which include, but are not limited to, the right to:

- plan, direct, control, increase, decrease, combine or discontinue, in whole or in part, any position, section, unit, division, or department of Laman Library;
- determine the scope, objectives and services of each department;
- introduce or change the type of services or types of work to be performed;
- introduce or change the processes, procedures, methods, techniques of how service is to be delivered or work is to be performed;
- introduce or change equipment or facilities, assign equipment, work duties, and location of work;
- establish and enforce written or unwritten policies, procedures, practices or guidelines governing operations, as well as the standards of conduct, attendance, or other terms and conditions of employment that are, or become, necessary;
- determine the number of employees and the job classifications necessary for existing positions or positions that may be created in the future; increase or reduce the number of shifts, shift schedules and/or number of hours worked by employees;
- hire, assign, reassign, transfer, promote, lay off or recall employees as needed;
- discipline employees, including discharge;
- assign duties and regular and overtime work in accordance with departmental needs;
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INTRODUCTION  
POLICY STATEMENTS

I.1

- establish standards of job performance and to make periodic performance reviews and evaluations;
- establish and revise job classifications and accompanying pay grades, job descriptions, hourly, weekly, bi-weekly, and monthly pay systems; automated processes or operations;
- contract for goods, equipment or services; and
- act as necessary to properly carry out the activities and operations of all Library departments so long as such actions are not in conflict with any federal, state or local statutes or ordinances.