

<p style="text-align: center;">Cromaine District Library Policy</p>	<p>Policy #: 7002</p>
<p style="text-align: center;"><i>PERSONNEL POLICY AND EMPLOYEE HANDBOOK</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 3/16/00 Revised: 9/18/08</p>

Purpose

The Board of Trustees believes that the quality of the Library's program of community services is directly related to good personnel and good personnel administration. In order to provide information and guidance to Library staff members, the Board adopted *The Cromaine District Library Personnel Policies and Employee Handbook* (the *Handbook*).

Scope

The *Handbook* is intended to cover the procedures, rules, and policies most often applied in day-to-day work activities.

General Guidelines

1. The *Handbook* contains the official personnel policies of the Library and supersedes all other previous personnel policies, rules, etc. of the Board of Trustees, whether verbal or in writing. The policies apply to all current and future employees.
2. The Library retains its management prerogative to make all personnel decisions in the best interest of the Library.
3. The Board of Trustees delegates the responsibility for the day-to-day administration of the Library to the Director.
4. The Board of Trustees will review policies contained in the *Handbook* on a regular basis or as the need arises. All policies will be reviewed at least once every five years.