

<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; 8/19/10; 9/19/19;8/4/23 Reviewed: 9/1/09; 8/2/11; 8/7/12; 8/7/13; 8/6/14; 8/3/15; 8/3/16; 8/3/17; 8/2/18; 7/2/20; 5/6/2021;8/4/22</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. The Board adopts policies which are used by the Library Director to create and implement procedures and rules that are contained in the Handbook.

Scope

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

General Guidelines

1. The *Handbook* contains the official personnel procedures of the Library and supersedes all other previous personnel policies, rules, etc. of the Board of Trustees, whether verbal or in writing. The procedures 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 procedures contained in the *Handbook* on a regular basis or as the need arises. The entire *Handbook* will be reviewed at least once every three years.