

Purpose and Scope

1.1 Introduction

This Manual serves as a general guide to Spokane County Library District's personnel policies and practices and is intended to serve as a resource for supervisors, managers, and employees.

These policies do not constitute a contract, express or implied, with any employee or a promise or guarantee of specific treatment upon which an employee may rely, or as a guarantee of employment for any specific duration with the District. Although the District hopes the employment relationship will be long term, it recognizes not all things work out as planned, and the employee or the District may terminate the relationship at any time. Moreover, no manager or supervisor, other than the Board of Trustees or the Library Director, may authorize any employment agreement or make any written or verbal commitment contrary to these policies.

1.2 Purpose

It is the purpose of this Personnel Manual to set forth the District's policies for the recruitment, hiring, classification, training, employment, retention, layoff, and termination of all full-time, part-time, and temporary employees. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for District personnel. This manual is intended as a guide for managers and supervisors whenever questions relating to personnel matters arise. Employees are expected to comply with these policies, with the understanding that the manual may change at any time at the discretion of the Board of Trustees or the Library Director. Nothing in this manual is intended to limit or alter the right of the employee or the District to terminate the employment relationship.

1.3 Function

To provide quality service to our customers, the District is committed to applying merit principles in the selection and retention of its employees. Toward that end, the District has developed:

1. Recruitment procedures to provide an applicant pool of quality candidates without regard to race; color; religion; sex; sexual orientation; marital status; national origin; age; disability; honorably discharged veteran or military status; pregnancy; genetic information; or any other unlawful basis;
2. Screening procedures to provide candidates who meet or exceed minimum job requirements in terms of their knowledge, skills, abilities, or other relevant factors are referred for final interview and selection;
3. Classification and compensation systems to provide employees equitable and adequate compensation based on salary surveys, market forces, or individual qualifications;
4. Performance appraisal methods intended to assure employees who perform their jobs in a manner fully satisfactory to management are retained, and/or eligible for promotion; and, employees whose job performance is unsatisfactory, are not retained;
5. Coaching, counseling, and disciplining methods to provide every employee an equal opportunity to succeed at his or her job, or when these methods are unsuccessful, to separate the employee from District service;
6. Training programs to provide employees the opportunity to maintain or enhance skills needed to perform their jobs in a satisfactory manner; and
7. Safeguards intended to protect employees from potential workplace hazards, as well as providing a mechanism for resolving workplace disputes or employee grievances.

1.4 Changing the Policies

The policies and procedures comprising this manual may be changed at any time without prior notice by the District. Normally, no policy changes may be implemented without approval of the Board of Trustees. Nonetheless, the Board of Trustees delegates to the Library Director the discretion to modify these policies in special circumstances, or in times of emergency, to preserve the safety and welfare of the District's employees or customers, or to safeguard its facilities.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes.

1.5 Scope and Authority

The policies and procedures set forth in this manual apply to all District employees. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.