

Manitowoc Calumet Library System Personnel Policies and Procedures

1. MCLS follows all applicable state and federal employment laws and regulations. This includes, but is not limited to, laws relating to discrimination, harassment, disabilities, employment taxes, etc.
2. MCLS is guided by the employment sections of Chapter 43 of the Wisconsin Statutes. Examples include the requirement for the director to have a master's degree in library science and be eligible for Grade 1 certification, and the requirement that the director must be directly responsible to the Board of Trustees (Board).
3. All personnel **policies** are the responsibility of the Board. The Board may designate other entities such as the Personnel Committee to carry out procedures. Current policies include:
 - a. The Board hires, evaluates, compensates, and terminates the Director.
 - b. Additional positions must be approved by the Board, i.e., expansion of staff.
 - c. The Director is responsible for hiring the rest of the staff.
 - d. A budget for salaries and benefits must be approved by the Board, as part of the annual system budget.
 - e. Any change in staff salaries and benefits will be determined by the Director within the constraints of the budget.
 - f. All employees will be subject to a six-month probationary period from the date of hire.
 - g. All employees will participate in performance evaluations on at least an annual basis following the probationary period.
 - h. An employee handbook will be available to relay MCLS information to employees.
 - i. All employees are expected to dress, speak, and act in a professional manner.
 - j. MCLS will strive to provide a safe, secure, and healthful place in which to work.

k. Any change in policy must be approved by the Board.

4. Personnel **procedures** are written and maintained by the Personnel Committee as delegated by the Board. Procedures for which the committee is currently responsible include:

- a. Communicating with Board and the Director regarding any changes in policies and procedures
- b. Reporting to Board and the Director regarding Personnel Committee actions
- c. Responsible for the following activities and forwarding to Board for approval:
 - i. Recruiting the Director
 - ii. Director's job description
 - iii. Evaluating the performance of the Director
 - iv. Determining Director's compensation package, including salary and benefits
- d. Some procedures may be delegated to the Director, however, the responsibility still rests with the Personnel Committee:
 - i. Determining benefits package available to Staff
 - ii. Determining rules and compensation for professional conferences, meetings, and training
 - iii. Approving an employee handbook
 - iv. Approving a staff policies and procedures handbook
 - v. Mediating employee and member library director complaints
 - vi.