



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Introduction and General Employment Conditions
Section Number: 1.1
Section Name: Introduction and Purpose of Policies
Last Revised:

This Personnel Policy Manual ("Manual") contains policies for the employees of Wadsworth Public Library ("Library"). All employees charged with the responsibility of administering policy must be knowledgeable of its contents. The Manual is a guide to be used by the Director and other managerial employees to ensure uniform and nondiscriminatory application of the conditions of employment. It is essential that these policies be administered in a systematic, fair and impartial manner.

There will be situations that require administrative interpretation of these policies. Every effort will be made to ensure that such decisions are made objectively with the general intent of the policy in mind.

There may be occasions when policies must be added, deleted, revised or given a different interpretation from those previously made. The Board of Trustees has the right to change practices and policies, both written and unwritten, as business requires. Updated policies will be issued and communicated to all affected employees according to **Section 1.3 POLICY CHANGES, DISSEMINATION AND SUGGESTIONS**.

The policies contained in this Manual are subject to, and in accordance with the laws of the State of Ohio. In the event there is a conflict between this Manual and any other applicable law or legal document, the applicable law or legal document will prevail. In the event that future legislation invalidates or changes any of the provisions contained herein, the balance will remain in effect.

Nothing in this Manual nor any interpretive or enforcement communication should be construed to grant a guaranteed right to continued employment or benefits. This Manual is not an employment contract. Employment with the Library is not for a fixed term or definite period and may be terminated at any time by either the employee or the Library according to law.

The policies stated and adopted within this Manual and the communications interpreting and enforcing them supersede all previous policies and communications.