



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Introduction and General Employment Conditions
Section Number: 1.2
Section Name: Management Rights
Last Revised:

The Board of Trustees maintains the ultimate authority to establish, interpret and administer policies and direct the operations of the Library. Through the administrative leadership of the Director, the Board of Trustees has the right to:

- A. Determine the goals, objectives, programs and services, and to utilize employees in a manner designed to effectively and efficiently meet these purposes;
- B. Exercise complete control and discretion over the budget, organizational structure, and method of performing the work required;
- C. Manage and determine the location, type and number of physical facilities and equipment to be used;
- D. Determine the adequacy, size, composition and qualifications of the work force, staffing patterns and organizational structure;
- E. Set standards of service and determine the procedures and standards of selection for employment;
- F. Determine the hours of work and work schedules, and establish work rules, policies and procedures for employees;
- G. Determine the necessity to schedule overtime and the amount required thereof;
- H. Manage and direct employees, including the right to select, hire, promote, transfer, assign, evaluate, supervise, layoff, recall, reprimand, suspend, discharge, discipline and maintain order among employees;
- I. Take necessary action to create and abolish positions;
- J. Determine when a job vacancy exists, the duties to be included in each position description, and the standards of quality, productivity, and performance to be maintained;
- K. Determine and implement necessary actions in emergency situations;
- L. Implement and enforce rules on workplace safety; and,
- M. Maintain the security of records and other pertinent information.