



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Introduction and General Employment Conditions
Section Number: 1.3
Section Name: Policy Changes, Dissemination and Suggestions
Last Revised:

- A. A copy of the complete Manual is available on the Library's Internet home page. In addition, one official paper copy is available in the Business Office.
- B. Any question about a provision of this Manual or items not covered in the Manual such as rules, either written or unwritten, implied or expressed, should be directed to the employee's supervisor.
- C. The Director encourages employees to consider and recommend changes in policy. Matters not already addressed may be brought to the attention of the Director so appropriate policies may be considered and formulated.
- D. Supervisors should periodically review personnel policies and propose changes and additions to the Director. Periodically the entire manual will be reviewed and revised to address changes in the law and current practice. All changes are subject to approval of the Board of Trustees.
- E. As conditions warrant, these policies may be amended or deleted by act of the Board of Trustees. Such amendments or deletions will be posted or distributed to employees prior to their effective date. All manuals will be promptly updated and all employees must acknowledge the revision by signing an "Acknowledgment of New or Revised Policy" form.