

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 appoints a Personnel Committee to carry out its policies. The Board may designate other entities 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 must be approved by the Board.
 - f. All non-exempt employees will be subject to a six-month probationary period from the date of hire. Such probationary period may be extended at the option of the employer.
 - g. All employees will participate in a performance evaluation on a periodic basis.
 - 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. Recruiting the Director
 - b. Supervising the Director
 - c. Evaluating the performance of the Director
 - d. Approving job descriptions
 - e. Recommending to the Board for approval the Director's compensation package, including salary and benefits
 - f. Determining benefits package available to staff
 - g. Determining rules and compensation for professional conferences, meetings, and training
 - h. Approving an employee handbook
 - i. Approving a staff policies and procedures handbook
 - j. Mediating employee and member library director complaints
 - k. Communicating with Board and the Director regarding any changes in policies and procedures
 - l. Reporting to Board and the Director regarding Personnel Committee actions
5. The Personnel Committee may delegate some of the above procedures to the Director. However, the responsibility for the procedures still rests with the committee.