



Personnel Policy

Fort Vancouver Regional Library District Board of Trustees is responsible for providing and maintaining quality public library services for the residents of the regional library district.

To meet this responsibility, the Board selects and appoints a competent, qualified Library Executive Director who shall be the manager of library operations on behalf of the Board and under its review and direction.

The Library Executive Director shall be responsible for the administration of and planning for all library programs in the district. This shall include staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure quality service to the public, excellent community relations and optimum circulation of library materials insofar as possible within budget.

To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board establishes the following personnel policy:

EMPLOYMENT

It is the responsibility of the Board to employ a Library Executive Director, who shall employ necessary staff within budget constraints.

To meet this responsibility, the Board will:

- Select and appoint a Library Executive Director.
- Direct the Library Executive Director, to assure that authorized staff will be responsible for the development and maintenance of a Personnel Manual for all employees that includes but is not limited to Hiring and Conditions of Employment, Discipline and Dismissal, Benefits and other employment-related issues to be administered by the Library Executive Director or designee.
- Review and approve the Union Contract, which includes Hiring and Conditions of Employment, Discipline and Dismissal, Compensation and other employment-related issues for Union members, to be administered by the Library Executive Director or designee.
- Adopt Affirmative Action and Equal Employment Opportunity Policies that cover all aspects of non-discrimination; the administration of which is vested in the Library Executive Director or designee.

- Direct that complete employment record files shall be maintained in accordance with the Public Records retention schedules determined by the Washington State Archivist.
- Direct that no employment contract or agreement be made outside the normal practices authorized by the Board, Library Executive Director, or designees of the Library District.

DUTIES

It is the responsibility of the Board to prescribe the duties of the Library Executive Director as may be necessary.

It is the responsibility of the Library Executive Director to prescribe the duties of the library staff.

COMPENSATION

It is the responsibility of the Board to establish employee compensation. Board policy is to maintain a compensation package that is fair internally and that is comparable with those received by employees in comparable libraries in the state, local businesses and governmental entities, insofar as possible within budget constraints.

To meet this responsibility, the Board will:

- Set the compensation of the Library Executive Director.
- Adopt an annual budget that includes a district-wide compensation plan including benefits.
- Review and approve the Union Contract, a section of which includes the total compensation package for union members to be administered by the Library Executive Director, or designee.
- Authorize the Library Executive Director to administer the salary schedule and the conditions of payment of all employees.
- Monitor and control disbursement of funds through Board action. No funds will be disbursed without Board approval. Board approval may be on an after-the-fact basis because of the difference between payroll and board meeting dates.
- Direct that no employee's vacation balance exceed 240 hours (prorated for part-time employees) at the end of each calendar year (prior to the December accrual) without the approval of the Library Executive Director.

REMOVAL OF EMPLOYEES

To meet this responsibility, the Board will:

- Establish a contract with the Library Executive Director that includes criteria for removal.
- Direct the Library Executive Director to assure that authorized staff will be responsible for the development and maintenance of a Personnel Manual for all employees that includes procedures for Discipline and Dismissal. Such procedures shall be administered by the Library Executive Director or designee.
- Review and approve the Union Contract, a section of which includes Discipline and Dismissal to be administered by the Library Executive Director or designee.

BOARD APPROVED

- Original Policy November 15, 1982
- Amended April 14, 2003 (and combined with the Personnel Policy for Top Level Managers, Department Heads, Supervisors, Librarians and Administrative Staff)
- Amended July 12, 2010