

POLICY MANUAL

Fallon County Library Baker MT

Protocol Policy

The Director shall be the authority in the Library. The Director only can change work schedules. This shall be done for emergency reasons or unexpected events. Extra hours are not worked without prior, written approval of the Director.

The Director shall also be in complete charge of correcting any errors or problems which may arise in the operation of the Library. Employees must promptly report to the Director any problems that arise.

Disciplinary procedures must be strictly adhered to according to the Fallon County Policy Manual. All letters written by the Director must be approved by the Board of Trustees before being given to any employee.

No employee is allowed to take a library-related problem directly to the Board of Trustees as a body or to a member or members of the Board of Trustees, individually. Employees who feel they have a grievance must follow the procedure outlined in the Fallon County Policy Manual.

All correspondence between the Board and employees must be co-signed by the Director.

Reviewed/Approved: 04/12/2016