

Elmhurst Public Library

## **PERSONNEL POLICIES**

The Board of Trustees reserves the right, in its sole discretion, to alter, modify, amend or delete any provision contained in this Personnel Manual with or without notice. The Board of Trustees further reserves the right to deviate from any term or provision of this manual in its sole discretion based on the facts of any particular situation. It is neither possible nor intended to anticipate every matter of employment in the Library. Those matters not covered shall be decided as necessary by the Library Director, with the approval of the Board of Trustees.

This employee handbook does not constitute a contract of employment, nor is it an agreement to provide any of the benefits described in this handbook. Your employment and <sup>1</sup>compensation may be terminated with or without cause with or without notice at any time at the option of either you or the board of trustees. All employees of the Elmhurst public Library are employees at will, who may be disciplined or discharged at any time and for any reason. This handbook's sole purpose is to provide general guidelines for employees. It is not a promise of employment or continued employment. This handbook supersedes any and all other employment manuals and policies. any agreements or assurances relating to the terms and conditions of your employment that differ in any way with the provisions of this handbook must be in writing and formally adopted or approved by the board of trustees.

### **8.1 Purpose, Administration and Definitions**

#### **8.1.1. Purpose**

This policy is designed to provide staff with direction regarding their rights and privileges as employees of the Elmhurst Public Library. Notwithstanding anything contained herein to the contrary, this policy is not intended to be a contract and it is subject to change at any time at the discretion of the Library Board.

#### **8.1.2. Administration**

The administration of these personnel rules is the responsibility of the Director. Employees are governed by these personnel policies as well as appropriate regulations pertaining to Illinois statutes, and federal law.

### **8.1.3. Definitions**

Full-time employees - salaried employees regularly scheduled to work 37 1/2 hours per week.

Part-time employees

Hourly employees scheduled to work between 12 and 28 hours per week.

On-Call Substitutes – Employees who have resigned from regularly scheduled full- or part-time positions but have been retained on the payroll to substitute occasionally for absent staff in order to maintain public services. Substitutes are not eligible to receive any benefits.