

Purpose

This manual has been created to provide management, supervisors, and employees with information regarding the Library's current policies, procedures, practices, benefits, and other relevant matters. It is not feasible to anticipate every possible situation; therefore, the policies, procedures, and guidelines contained herein are not all-inclusive and do not limit or restrict management's discretion in exercising its rights and responsibilities as deemed necessary and appropriate.

Intent

This manual is not a contract of employment and shall not be construed as a promise or limitation on the North Little Rock Public Library System's (hereafter referred to as "The Library") right to revise or implement new policies, procedures, practices, benefits, or other employment terms. Federal and state-mandated policies and related procedures will be updated as required to remain in compliance with applicable laws and regulations. Other policies may be revised at any time at the direction of the CEO/Chief Librarian or the Board of Trustees. Procedures may be modified as needed to implement these policies effectively.

Employment at Will

Employment with The Library is at-will. Either the employee or the Library may terminate the employment relationship at any time, for any reason, with or without notice.

Policy Establishment and Revisions

The CEO/Chief Librarian is responsible for the administration of day-to-day operations and has the authority to issue Executive Orders establishing new or revised policies and procedures to promote the interests of the Library and its employees efficiently and effectively. The Executive Team is authorized to interpret, develop, and implement procedures to ensure the proper administration of these policies. Policies will be reviewed and updated periodically. Requests for additions or changes to this manual must be submitted in writing to the CEO/Chief Librarian.

Policy Enforcement

Department Heads are responsible for enforcing the policies and procedures outlined in this manual. They may establish, communicate, and enforce additional operational policies, procedures, or practices necessary for safe and efficient departmental operations, provided such measures do not conflict with federal, state, or local laws. All department-level policies must be submitted to the CEO/Chief Librarian before implementation.

Employee Responsibility

Employees are expected to comply with all policies, procedures, and departmental practices. Failure to adhere to these policies, executive orders, or management directives, whether written or oral, or engaging in other serious misconduct may result in disciplinary action, up to and including termination. Lack of knowledge of these policies will not be accepted as a defense for noncompliance.

Dissemination

All employees and supervisors will be informed of the existence of these policies and procedures and provided with copies as they are revised. This manual will be accessible on the staff intranet.

Department Heads (or authorized designees) are responsible for communicating and ensuring employees understand all policies, procedures, rules, regulations, and practices, whether written or unwritten, and their responsibility to comply with them.

Management Authority

The compilation of these policies and procedures does not limit The Library's responsibility or authority to operate efficiently and effectively. The Library retains full management rights, including, but not limited to, the right to:

- Plan, direct, control, combine, or discontinue any position, section, unit, division, or department;
- Determine the scope, objectives, and services of each department;
- Introduce or change services, processes, procedures, methods, or techniques of service delivery or work performance;
- Assign equipment, work duties, and locations;
- Establish and enforce policies, procedures, practices, or guidelines, including standards of conduct, attendance, or other employment terms;
- Determine the number of employees, job classifications, and staffing levels;
- Hire, assign, reassign, transfer, promote, lay off, recall, or discipline employees, including termination;
- Assign regular and overtime work according to departmental needs;
- Establish performance standards and conduct evaluations;
- Establish or revise job classifications, pay grades, pay systems, or automated processes;
- Contract for goods, equipment, or services; and
- Take any actions necessary to ensure proper operation of Library departments, provided such actions do not conflict with applicable laws or regulations.

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Approved: CRG