

4.01 PERSONNEL MANUAL

The Personnel Policies of this Library District are not intended to create any sort of a contract of employment with the Niles-Maine District Library. Rather, the purpose of the Manual is to provide general information regarding the personnel program. You are responsible for reading, understanding and complying with all provisions of the Personnel Manual. It describes many of your responsibilities as an employee and outlines the programs developed by the Library District to benefit employees.

Unless you have an employment agreement to the contrary, which is signed by the Library District Board of Trustees, your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library District. Nothing in the Personnel Manual or in the Personnel Policies shall be interpreted as an offer of employment or a promise of continued employment. Continued employment of all employees is subject to the general discretion of the Library District Board of Trustees.

The Library District reserves the right to revise, supplement, deviate from or rescind any policies or portion of the Personnel Manual from time to time as it deems appropriate, in its sole and absolute discretion. The Library District also reserves the right to change or eliminate any benefits at any time in accordance with applicable law. The Library District will make an effort to notify you of such changes as they occur.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this Personnel Manual, the final explanation and resolution will be at the sole and absolute discretion of the Library District, subject to applicable federal, state, and local laws. If you have any questions about this Personnel Manual, please see your supervisor or the Library Director.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; 12.14.16