



POLICY

TITLE: Employment

POLICY NUMBER: 088

EFFECTIVE DATE: 1/25/2017

REVIEW DATE: 12/31/2019

SUPERSEDES POLICY NUMBER: HR 014; 03-14-05

AUTHORIZED BY: Board of Trustees

1. Purpose: The purpose of this policy is to set forth certain terms and conditions of employment at Timberland Regional Library (TRL).
2. Scope:
 - a. This policy applies to TRL staff.
 - b. This policy does not address the terms and conditions of employment established between the Library Director and the Board of Trustees.
 - c. In areas where this policy overlaps with the Agreement By and Between Timberland Regional Library and the Washington State Council of County and City Employees, the Agreement takes precedence.
3. Definitions:
 - a. Probationary Period: a six (6) continuous calendar month period commencing with a new employee's first day of work.
 - b. Trial Service: a six (6) continuous calendar month period commencing with a regular employee's first day of work in a new position.
4. Policy:
 - a. No employee shall have the authority to enter into any agreement that purports to guarantee a specific term or condition of employment.

- b. Neither this policy nor any other policy creates or shall be construed as an expressed or implied contract of employment, or as a guarantee of any fixed term or condition of employment.
- c. New employees shall be subject to a probationary period of employment. Employees in the probationary period of employment may be terminated without cause and without appeal.
- d. Employees serving in a probationary or trial service period may apply for and be considered for promotional opportunities during the review period. If the employee is selected for promotion, the probation or trial service period shall be extended for an additional six (6) months from the date of hire in the new position.
- e. No hiring or staffing action shall be taken which results in an employee's relative or family member being included in the employee's line of supervision--for example, the employee's spouse, domestic partner, parent, foster parent, guardian, brother, sister, child, foster child, stepchild, ward, grandchild, grandparents, or any person living with or legally dependent upon said employee.
- f. TRL work schedules will take precedence over work schedules outside TRL.
- g. TRL shall base disciplinary actions up to and including termination upon cause, and shall use a documented verbal notification and a written notification prior to termination, except in cases of dishonesty, gross insubordination, job abandonment, and criminal convictions.
- h. Regarding disciplinary actions, TRL shall give employees a two-week notice of termination, or two-week's pay in lieu of notice, except in cases of dishonesty, gross insubordination, job abandonment, and criminal convictions.
- i. Employees who are scheduled to work 20 hours per week (.5 FTE) or more qualify for benefits. (Please refer to resolutions by the Board of Trustees for benefit amounts.)
- j. An employee's current continuous service will be recognized, in addition to normal step increases or revision of the compensation plan, in the form of longevity wages computed at the ratio of hours worked to those required for full-time employment as follows:

1) On completion of 10 years	\$10.00 per each calendar month
2) On completion of 15 years	\$15.00 per each calendar month
3) On completion of 20 years	\$20.00 per each calendar month

5. Citations: None

6. By the enactment of this policy, the Board of Trustees of Timberland Regional Library concurrently rescinds any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, January 25, 2017