



Employment Policy

Policy Number: 088

Supersedes Policy #HR 014 - 3/14/5, 9/2011

Authorized by: Board of Trustees

Effective: 05/25/2022

Review Date: 05/01/2027

1) **Purpose:**

The purpose of this policy is to set forth certain terms and conditions of employment at Timberland Regional Library (TRL).

2) **Scope:**

This policy applies to TRL staff but does not apply to the terms and conditions of employment established between the Executive Director and Board of Trustees. In areas where this policy overlaps with Agreements by and between Timberland Regional Library and the Washington State Council of County and City Employees, those Agreements take precedence.

3) **Background:** None.

4) **Definitions:**

- A. Probationary Period: a six (6) continuous calendar month period commencing with a new employee's first day of work.
- B. Trial Service Period: a six (6) continuous calendar month period commencing with a regular employee's first day of work in a new position.

5) **Policy:**

- A. No employee shall have the authority to enter into any agreement that purports to guarantee a specific term of employment.
- B. No current or future TRL policy creates or shall be construed as an express or implied employment contract, or as a guarantee of employment for any length of time with TRL.
- C. New employees shall be subject to a Probationary Period of employment. Employees in this Probationary Period may be terminated with or without cause. Such termination cannot be appealed or grieved by the employee or Union representatives.
- D. Employees serving in a Probationary Period or Trial Service Period may apply for and be considered for promotional or lateral opportunities during the review period. If the employee is selected for a new position, the Probationary Period 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. Relatives or family members are defined for purposes of this rule as:
 - Biological, adopted or foster child, stepchild, or child to whom the employee stands in loco parentis as legal guardian for, or is a de facto parent;
 - Biological, adoptive, de facto or foster parent, stepparent or legal guardian of the employee or employee's spouse or domestic partner, or someone who stood in loco parentis when the employee was a minor child;
 - Spouse, domestic partner, grandparent, grandchild, sibling;
 - Any person living with or legally dependent upon the employee.

- F. TRL work schedules will take precedence over work schedules outside TRL.

- G. With the exception of employees in their Probationary Period, TRL shall base disciplinary actions (up to and including termination) for cause on the procedure outlined in the Standards of Conduct and Discipline. Though there are four levels of progressive discipline outlined in the Standards of Conduct and Discipline, there is no requirement that each step be followed. Significant discipline, including termination, is justifiable in cases where the infraction is of such a nature that immediate action is warranted on the first offense.

- H. Except in cases of major misconduct, dishonesty, gross insubordination, or job abandonment, TRL shall give non-probationary employees a two-week notice of termination or two-week's pay in lieu of notice.

- I. Employees who are scheduled to work twenty (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 with TRL 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:
 - On completion of ten (10) years, ten (\$10.00) dollars each calendar month;
 - On completion of fifteen (15) years, fifteen (\$15.00) dollars each calendar month;
 - On completion of twenty (20) years, twenty (\$20.00) dollars each calendar month.


6) **References:**

- A. TRL Standards of Conduct and Discipline.

7) **Citations:**

- A. None.

 05/25/2022
Cheryl Heywood, Executive Director

 05/25/2022
Nicolette Oliver, President

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