

IV.

PERSONNEL POLICY

DATE APPROVED: 3/13/08

REVIEWED: 3/13/08, 2/13/12, 3/09/15, 6/10/2019, 2/27/23

REVISED:

A. Employees of the Wellman-Scofield Public Library are considered City Employees and fall under the guidelines set forth by the City of Wellman Employee Handbook. Library volunteers, although not eligible to receive benefits allowed City of Wellman employees, shall also adhere to all Wellman-Scofield Public Library and City of Wellman Employee Handbook policies.

1. As a semi-autonomous entity also existing within the City of Wellman administration structure, Wellman-Scofield Public Library shall adopt the City of Wellman Employee Handbook in its entirety, yet shall be allowed to exempt themselves from any City policy which may conflict with Library purpose, policy or procedure. Such exceptions will be recorded below, within this policy.
2. Unlike City of Wellman employees, Wellman-Scofield Public Library employees and volunteers will be governed through a Library Director by the Wellman-Scofield Public Library Board of Trustees, and shall interpret all non-exempted City of Wellman Employee Handbook policies through said structure.
3. The Wellman-Scofield Public Library Board of Trustees shall inform the City of Wellman of any employee policy issues which may raise potential legal or monetary question. The City of Wellman shall keep an employee file on each Wellman-Scofield Public Library employee. The Board of Trustees, through the Library Director, shall make sure any of the following information is supplied to the City of Wellman for this purpose: Employment Applications, Annual Performance Evaluations, Disciplinary Citation, Accomplishment Accommodations, and Proof of Employee Vehicle Insurance (should said employee utilize their personal vehicle for any job-related task).
4. The Wellman-Scofield Public Library Board of Trustees or Library Director shall confer with the City of Wellman Administrator for issues leading to an employee being given suspension without pay.

B. Exceptions:

1. Travel Policy:

- a. Costs and fees incurred through attendance of, and travel to and from, conferences, workshops, continuing education classes or any official library business must be submitted to the Library Director for approval prior to said event.
- b. Library employees utilizing personal vehicles for approved library business shall have a current copy of their vehicle registration and liability insurance on file with the City of Wellman.

IV.

PERSONNEL POLICY

- c. Library employees shall be compensated for mileage to and from events approved by the Library Director. A signed record of mileage shall be submitted to the Library within a week of the approved event, and re-imbusement shall be calculated according to the current City of Wellman mileage formula.
- d. Library employees may be responsible for any travel costs incurred without prior approval of the Library Director.