

North Olympic Library System

Policy 2-3 Processing Staff Changes in Status Adopted by NOLS Board, May 1, 1977 Latest Revision adopted by Board: Sept. 26, 1991

A. POLICY STATEMENT

It is the policy of the Library that all changes in the status of a staff member be initiated, approved and accomplished in a consistent manner.

B. BASIC PROVISIONS

1. The status of a staff member may change for several reasons, including but not limited to position title, salary range and proficiency level, supervisor, hours of work and resignation of employment.
2. It is the responsibility of Administrative Services or the staff member's immediate supervisor to initiate all changes in status.
3. Each change in status of a staff member is to be documented by a "Change Request – Employee Records" form with the exception of regular proficiency level and Continuous Service Benefit changes which can be documented with an "Employee Information Notice" form.
4. Each change in status must have the approval of the Library Director and may be subject to review by the Library Board of Trustees.
5. Each approved "Change Request – Employee Records" or "Employee Information Notice" shall be issued to the staff member with a copy placed in the staff member's permanent record.
6. Only changes in status supported by an approved "Change Request – Employee Record" or an approved "Employee Information Notice" shall be valid.
7. Every effort should be made to complete the processing of an employee change in status in advance of the effective date. Processing employee change in status on a retroactive basis will be accomplished only where there is substantial reason for doing so.

C. ADMINISTRATION

The Library Director shall be responsible for the administration of the Processing Staff Changes in Status policy.