



Policy HR 1.1 Welcome Statement

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

Welcome to North Olympic Library System (NOLS). We hope your employment here will be a source of great personal and professional satisfaction. In selecting you as a NOLS employee, we are demonstrating our confidence in your ability to provide exceptional service to customers throughout Clallam County. NOLS values its employees and the many contributions they bring to the Library team.

NOLS Human Resources Policy Manual was originally adopted in 2013. The policies contained in this edition of the HR Policy Manual are effective as of the adoption or last revision date given in each policy, and SUPERSEDE AND REPLACE any Human Resources and Personnel Policies previously adopted by the NOLS Board of Trustees.

The policies established within this document provide basic instructions to be followed with respect to practices and matters related to employment with the North Olympic Library System. It is to each employee's advantage to be familiar with these policies and all employees are expected to do so. A policy manual cannot cover every situation, so it is important that employees raise questions with their supervisors or the Library Director about matters that are not dealt with here.

These policies apply generally to the employees of NOLS. Some policies by their terms either do not apply or apply differently to General Union, Management Union, and Non-Union employees. These policies apply to all employees, including those covered by a Collective Bargaining Agreements, to the extent the policies and procedures are consistent with the terms of such agreement or where the collective bargaining agreement is silent on the subjects covered by these policies and procedures.

Neither this Manual, nor the policies or benefits described in this document should be construed as any type of contract between NOLS and its employees.

NOLS reserves the right to amend, supplement or rescind any of these policies, as it deems appropriate in its sole discretion. As policies are revised, updates will be posted on the NOLS shared network drive and linked to from the home page of the ADP payroll system interface. Please keep this information readily available and familiarize yourself with updated material promptly so your knowledge of these policies is current at all times.