



## Policy HR 1.2

### Purpose of Policy Manual

Adopted by the Library Board of Trustees: 01/24/2013

The North Olympic Library System (NOLS) has prepared this employee policy manual to help employees understand how the Library works, our history, values, culture, and goals. In providing this policy manual to employees, the Library Board of Trustees and the Library administration believe NOLS employees will feel more comfortable knowing what is expected of them.

Employees are to incorporate the information outlined in the policy manual in their day-to-day job performance, while striving to meet the Library's values and goals, and serve the public.

The contents of these policies do not constitute an expressed or implied contract, nor are the policies a promise of continued employment with any employee. Nor is it a guarantee of a particular process under any particular set of circumstances. It is merely an informational summary of the guidelines and standards by which NOLS intends to operate. The Library reserves the right to change these policies and procedures anytime, and will notify employees and the appropriate labor representatives of such changes.