



Policy HR 6.1

Classification of Employees

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

NOLS will maintain appropriate classifications of employees to ensure that all legal requirements are maintained and so as not to discriminate against employees in the terms of benefits and compensation in accordance with federal and state laws. NOLS will classify employees in accordance with the definitions of classification as follows.

I. Position Descriptions

Each position within the Library will have on file a completed position description that reflects the objective of the job, the level of skill required to perform the assigned job duties, the duties essential to the job, the degree of responsibility inherent in the position, the level of accountability of the position, and the reporting relationships of the position.

It is the responsibility of the Administrative Operations department and/or the managing supervisor to initiate the appropriate action and to assure that a current job description is prepared. When the duties and responsibilities of any position change significantly, the position description shall be revised accordingly and the position reevaluated into the appropriate salary range, if necessary. An employee may initiate a possible position description revision, as well, by bringing recommended revisions to the attention of his/her supervisor.

Current job descriptions shall be provided to each employee periodically, and particularly when his/her job description is modified.

The Library Director is responsible for reviewing requested evaluations of existing positions or the establishment of new positions. This responsibility includes evaluating the particular position duties, ranking the position against established positions, and assignment of the position to an appropriate salary range in the Classification Plan. The staff members affected will then appropriately be reclassified and a salary range adjustment will be made if applicable.

Administration

The Library Director is responsible for the administration of this policy.