

Chapter 1

Organizational Structure

Policy 1.1

CONTINUITY OF POLICIES - RIGHT TO CHANGE OR DISCONTINUE

As it deems necessary, the Carbon County Library Board may modify, augment, delete or revoke any and all policies, procedures, practices and statements contained in this manual at any time without notice. Such changes shall be effective immediately upon approval by the Board unless otherwise stated. When System-wide changes occur, notification will be made to all employees as soon as possible.

These policies and procedures are to be interpreted and applied by the Director.

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03

Policy 1.2

POLICIES ARE NOT A CONTRACT STATEMENT

The policies and procedures in this manual are not intended to be contractual commitments made by the Board and they shall not be construed as such by employees. They are intended to be guides to management and merely descriptive of suggested procedures to be followed. No policy is intended as a guarantee of continuity of benefits or rights. Permanent employment or employment for any term is not intended nor can be implied by statements in this manual.

Adopted/Revised: 1994, 1995, 1996, 1/21/03

Policy 1.3

LIBRARY SYSTEM PROFILE

The Carbon County Library is located in Rawlins. Branches are located in seven communities: Baggs, Elk Mountain, Encampment, Hanna, Medicine Bow, Saratoga and Sinclair. The System houses over 102,000 items, both print and non-print. Branch collections are supplemented by leased books, rotating collections and quarterly selections from the County Library.

The County Library is connected to the Wyoming Libraries Database (WYLD) system and provides automated circulation services complemented by an online Public Access Catalog (PAC) called WYLDCAT. The PAC provides access to materials held by the Carbon County Library System, other county public libraries in the state, selected public school libraries, all Wyoming community college libraries, the University of Wyoming, and the Wyoming State Library. Access to library collections outside of Wyoming is available through the Internet.

Computer workstations are available at each branch library, providing residents with remote dial-in access to the WYLD system. Public computers are also available with CD-Rom and word processing capability.

The Carbon County Library System was established in 1925 and is governed by a Board of Trustees consisting of five members who are appointed by the Carbon County Commissioners for a term of three years each. The Director is the administrative officer of the System.

The System is supported primarily by county taxation supplemented by limited funding through the Carbon County Library Foundation, Friends of the Library groups and through various grants.

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03

Policy 1.4

RELATIONSHIP WITH THE COMMUNITY

As a tax-supported institution, all activities of the System are motivated by the concepts that form the foundation of public service. The System is part of the county government, and its management must be cognizant of the principles accepted and enforced in public administration. Paramount in each employee's mind should be the idea that he/she is a public employee and that the activities of the System are of first concern. Employees, as well as the Director and the Board, take an active part in community affairs and must work consistently toward making the System an integral part of community activities.

Adopted/Revised: 1994, 1995, 1996, 1/21/03

Policy 1.5

OPEN DOOR

The System operates in an "open door" manner. All staff input is considered and can be presented without fear of personal recrimination on the staff member or on his/her position.

All staff members are encouraged to provide input and suggestions concerning the overall operation and programs of the System. Staff members should initially bring their comments to their immediate supervisor. In those cases where that may be inappropriate, staff members may bring their concerns to the Director.

It is the intention of the Board, administration and staff to treat employees in a fair and impartial manner. The System is firmly committed to the belief that undisclosed problems will remain unresolved and eventually lead to a decay of work relationships, dissatisfaction with working conditions, and a decline in operational efficiency.

The System recognizes the right of employees to express differences of opinion and to seek fair and timely resolution on a non-adversarial basis of any dispute.

Adopted: 1/21/03

Policy 1.6

CHAIN OF COMMAND

All library staff members are employed by the Carbon County Library System.

The Board has responsibility for hiring the Director to whom it delegates responsibility for the day-to-day administration of the System. The Director is responsible for hiring all other employees.

The Board is responsible for setting policies for its staff members. The Director manages the staff using policies approved by the Board.

Staff members are accountable to the Director, through whom communication to the Board is channeled.

Adopted: 1/21/03

Policy 1.7

ORGANIZATIONAL CHART

<Obsolete>

Adopted: 1/21/03, revised 9/15/09

Policy 1.8

DEFINITIONS

For the purpose of these policies, the following definitions shall apply:

- *Full-time day*: 8 hours
- *Full-time employees*: are those employed to work forty (40) hours per week.
- *Three-quarter time employees*: are those employed to work a minimum of thirty (30) hours, but less than forty (40) hours, per week.
- *Part-time employees*: are those employed to work less than thirty (30) hours per week.
- *Regular employee*: any employee hired for an unlimited time period
- *Professional employee*: any employee holding a Master's Degree in Library Science or related field who serves as a department head or as the Director
- *Paraprofessional employee*: any employee holding a Bachelor's Degree or having a minimum of five years (FTE) experience in the area assigned and serving in a supervisory position
- *Non-classified*: all other employees
- *Temporary employee*: any employee hired for a specific time period
- *Substitute*: anyone working in another employee's position
- *Volunteer*: anyone serving in an unpaid position
- *Staff volunteer*: any non-salaried staff member taking part in activities that are not normally a part of his/her job

Regardless of the individual's classification, **each staff member is employed at-will** and for an indefinite period of time. Either the staff member or the System may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Director.

See also: **Policy 4.1 Exempt and Non-Exempt Staff**

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/2003, 7/23/2009