

## **GERMANTOWN COMMUNITY LIBRARY LIBRARY PERSONNEL POLICY**

The Germantown Community Library follows the Village of Germantown 'Employee Policy & Procedure Manual' for library personnel policies and procedures. The handbook is usually updated annually by the Village Board and includes special provisions for Library employees as approved by the Library Board.

Below are the general topics covered by the handbook. This is not a comprehensive list.

- **PRE-EMPLOYMENT/EMPLOYMENT POLICIES AND PROCEDURES**
- **PAY PRACTICES**
- **EMPLOYEE BENEFITS** (Includes Educational Incentive Program)
- **CAREER DEVELOPMENT**
- **LEAVES OF ABSENCE**
- **WORKERS COMPENSATION**
- **EMPLOYEE CONDUCT AND CUSTOMER SERVICE** (Includes Grievance Procedure)
- **WORKPLACE SAFETY**
- **END OF EMPLOYMENT**

**Adopted:** 6/28/23

**Reviewed and Revised:**