

EMPLOYEE HANDBOOK POLICY

Douglas County Libraries' (the "Library's") Employee Handbook ("Handbook") is designed to acquaint employees with the Library and provide some information about working at the Library. The Handbook is not all-inclusive, but is intended to provide employees with a summary of some of the Library's guidelines and expectations regarding staff conduct. The published edition supersedes and replaces all previously issued editions and any inconsistent verbal or written statements issued prior to the publication.

No handbook can anticipate every circumstance or question. After reading the Handbook, employees who have questions should talk to their immediate supervisor or the Human Resources department. In addition, the need may arise to revise, delete, or add to the provisions of the Handbook. Except for the at-will nature of employment, the Library reserves the right to make such changes with or without prior notice. No oral statement or representations can change the provisions of the Handbook. Where the Handbook and law or policy differ, law and/or policy prevail.