# EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY POLICY INDEX

#### .000 Introductory Items

.010	Disclaimer
.020	Index
.030	Distribution List

## 1.000 Mission and Structure

1.100	Mission statement
1.200	Strategic Plan
1.300	Bylaws of Board of Trustees
1.400	Code of Ethics for Library Trustees

#### 2.000 Agreements

2.100	Marshfield Public Library Foundation, Inc.
2.200	Friends of the Marshfield Public Library, Inc.
2.500	Joint Library Agreement with the Town of McMillan

## 3.000 Operations

3.100	Policies
3.210	Emergency Closure/Inclement Weather
3.220	Minimum Staffing Levels
3.310	Engagement of Professional Services
3.320	Expenditure Authorization
3.410	Holiday Closings
3.420	Confidentiality of Patron Records
3.600	Furniture and Equipment Disposal Policy
3.700	Records Retention Schedule

#### 4.000 Personnel

## 4.100 Affirmative Action and Equal Employment Opportunity

4.010	Purpose of the Personnel Policies
4.020	Personnel Records and Reports
4.030	Equal Opportunity Employment

4.040	Employment Verification
4.050	Equal Pay
4.112	Drug-Free and Alcohol-Free Workplace
4.115	Harassment-Free and Civil Workplace
4.120	Grievance Procedure for Allegations of Disable Discrimination
4.130	Types of Appointment
4.135	Management Personnel
4.150	Residency
4.155	Outside Employment
4.160	Nepotism
4.165	Interview Expenses
4.170	Moving Expense Reimbursement
4.175	Probationary Period
4.190	Volunteer Recruitment and Management

# 4.200 Reassignment

4.210 Employment Transfers

# 4.300 Employee Conduct and Relations

4.310	Rules of Conduct
4.320	Employee Grievance
4.350	Attendance Policy
4.390	Zero Tolerance for Workplace Violence and Weapons

## 4.400 Separation

4.410	Voluntary	Termination of Employment
4.420	Layoffs	

## 4.500 Employee Benefits

4.510	Vacation
4.520	Sick Leave
4.523	Employees with Symptoms or Exposure to the Flu
4.525	Family and Medical Leave
4.530	Personal Holidays
4.540	Bereavement Leave
4.545	Leave of Absence (General, Military, Educational)
4.547	Workers Compensation
4.550	Safety Shoes and Clothing
4.551	Temporary Assignment of Alternative Productive Work

4.554	Pregnant Workers Fairness Act Accommodation
4.555	Extended Absences
4.560	Insurance
4.570	Retirement Plan
4.572	Post-Employment Health Plan
4.580	Temporary Assignment of Permanent Part-time Employees and
	Benefits
4.590	Employee Assistance Program

# 4.600 Career Development

4.620	Business and Professional Travel
4.630	Tuition Aid
4.640	License and Certification Payment

## 4.700 Classification

4.710 Job Evaluation System

# 4.800 Compensation

4.801	Wage and Salary Plan
4.805	Personnel Evaluations
4.810	Pay Policy
4.820	Overtime Pay for Non-Exempt Personnel
4.840	Rate of Pay Resulting from Temporary Assignment
4.870	Call Time
4.874	Transportation for Library Business
4.875	Reimbursed Expenses for Out-of-City Travel
4.878	Reimbursed In-City Expenses
4.880	Jury Duty
4.890	Work Schedules

# **5.000 Service Policies**

Public Relations
Material Selection Policy
Code of Behavior
Circulation Policy
Meeting Rooms
Public Display Areas
Temporary Deposit Collections

5.260	Public Computers and Internet Access
5.310	Service Fees for Out-of-County, Out-of-System Usage

# **6.000** Vacant

07/04/2025