

Chapter 1

Objectives & Scope

Section 1 Objectives: The general purpose of this manual is to establish a system of personnel administration consistent with the following principles:

- A. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills - including open competition of qualified applicants for initial appointment.
- B. Establishing equitable pay rates.
- C. Training employees to assure high quality performance.
- D. Retaining employees on the basis of the adequacy of their performance correcting in adequate performance, and separating employees whose inadequate job performance cannot be corrected.
- E. Assuring fair treatment of applicants and employees in all aspects of personnel administration, without regard to political affiliation, age, marital status, sexual orientation, race, color, creed, national origin or ancestry, gender or disability.

Section 2 Employees Covered: This manual shall govern personnel administration of all employees of the Marathon County Public Library except the following:

- A. Employees covered by a collective bargaining agreement in areas of wages, hours, and conditions of employment which are specifically addressed in their labor agreement.