

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 505
Title: Working Hours and Conditions of Employment

Policy Statement:

The library manager shall have the hours of work designated to meet the demands of the reading public and the clerical duties associated with the working of the library.

Guidelines and Procedures:

1. The Board in conjunction with the library manager shall review the number of hours of opening/employment for the library annually.
2. The library manager is required to open the library to the public according to Appendix B.

Policy #505
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Date Approved: November 14, 2012

Date to Review: March 18, 2023