



E-001

## **Richmond Heights Memorial Library EMPLOYMENT, PERSONNEL AND STAFF DEVELOPMENT**

These Service Policies have been prepared as guidelines for the operation of the Library within the structure of its mission to the community. These policies shall be subject to review. Procedural interpretation and implementation shall be at the discretion of the Director.

All employees of Richmond Heights Memorial Library are and remain employed as at-will employees unless they are parties to a written agreement signed by the Board of Trustees and renewed annually by them. Employees may resign at any time with or without notice unless a contract term provides otherwise. No promise regarding employment is enforceable unless placed in writing and signed by the Board of Trustees.

*Adopted by the RHML Library Board of Trustees May 21, 2007*