

"V B. CHAIN OF COMMAND

Employee[s] will follow the chain of command for the library system. In the absence of the Director, a librarian is in charge. If no librarians are present, the Reference Aide is in charge."

Recommendation: This policy predates the position of Assistant Director, and other personnel and staffing changes in the library in recent years. It also should address the authority of branch managers at their branches. It should reference the organizational structure of the library, from employee to supervisor and on up from there.

Recommended changed text:

Employees shall follow the approved change of command. In the absence of the Director, the Assistant Director is in charge. In the absence of the Assistant Director, the Head of Technical Services is in charge. In the event that all three of the aforementioned supervisors are absent, library staff should make every effort to contact them. If all attempts to contact a supervisor fails, the employee with the highest seniority is in charge. In the case of library branches, the Branch Manager is in charge. If the Branch Manager is not available, questions/concerns should be reported to the Library Director, then follow down the approved chain of command.

Submitted by



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