

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

|  |   |                           |
|--|---|---------------------------|
| SUBJECT:<br><br><b>MANAGEMENT RIGHTS</b> | Issued: <del>12/13/12</del><br>11/14/19 | No: <del>A-2</del><br>B-1 |
|  | Supersedes: <del>NONE</del><br>12/13/12 | Page: 1 of 1              |

Purpose

Management within the Library respects the opinions of its employees about working conditions, ways and means of getting jobs done efficiently and other matters of employee interest. However, management maintains exclusive discretion to exercise the customary functions and decision-making.

Summary

Management possesses the sole right to carry out the mandates and goals assigned to Library departments and all management rights repose in management. Nothing herein is intended to interfere with the sole right of the Library's departments to carry out their mandates and goals unless such rights are specifically modified by Library policy. The rights, functions, and authority to manage all operations and functions are vested in the Library and its departments and include, but are not limited to the following:

- A. Establishing and administering reasonable rules and regulations essential to the accomplishment of the services desired by the Library;
- B. Managing and otherwise supervising all employees **including maintenance of orderly conduct of the workforce, requiring job performance that meets or exceeds job requirements;**
- C. Hiring, promoting, transferring, assigning and retaining employees and suspending, demoting, dismissing or taking other disciplinary action against employees as circumstances warrant;
- D. Relieving employees of duties because of lack of work, lack of funds, reorganization or for other legitimate reasons;
- E. Maintaining the **safety**, efficiency and economy of the Library operations entrusted to the administration;
- F. Determining the methods, means, and personnel by which Library operations are to be conducted including, but not limited to, the size and composition of the workforce;
- G. **Introducing, changing, discontinuing, or reorganizing operations, methods, materials, facilities, equipment, or processes, including technological alterations in processes or equipment or both;**
- H. **Determining the extent and schedule of its operations;**
- I. Taking whatever action may be necessary to carry out the objectives of the Library Board in emergency situations;

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- J. Exercising discretion in the operation of the Library, the budget, organization, and assignment of personnel, ~~and the technology of work performance~~;
- K. Contract out for goods and services;
- L. To take any and all actions as may be necessary to carry out the mission of the Library.

Approved by the Library Board  
~~December 13, 2012~~ November 14, 2019