

**CARROLL PUBLIC LIBRARY
PERSONNEL POLICY STATEMENT**

The Carroll Public Library staff follows the personnel policy for the City of Carroll as approved by the Carroll City Council.

I. GENERAL PROVISIONS

The library shall review and adopt, listing any exceptions, the City of Carroll’s Personnel Policy, whenever a new or updated policy is adopted by the City. All benefits made available to City staff will be made available to Library staff.

II. EXCEPTIONS

When interpreting the City of Carroll’s Personnel Policy, the word “Library” should be substituted for the word “City,” and “Library Director” shall be substituted for “City Manager” where applicable.

Section 12. Holidays: For one-half holidays, the employee shall receive overtime pay for those hours worked after **2 pm** or for any hours worked over 4 hours.

Reviewed & Approved November 15, 2021, and February 20, 2023.
Revised February 16, 2026.