

## Hiring Policy Example 1

*KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.*

### Equal Opportunity

The \_\_\_\_\_ Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, ethnicity, sexual orientation, national origin or handicap.

### Applications and resumes

Applications and resumes are accepted as positions become available. Applicants are encouraged to file for specific openings. Applications for candidates who are not hired will be retained for two years.

### Advertising

Openings will be advertised as necessary. Jobs will remain posted until the position is filled.

### Eligibility

Immediate family members of present employees are not eligible for employment. Current members of the Board of Trustees and their immediate family members are not eligible for employment. (Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws and any others as defined by law or Attorney General Opinion.)

### Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. A Recommendation for Hire form will be completed and sent, along with all other documentation (application, resume, etc), to the Director or Human Resources Manager for approval. Candidates who are interviewed but not selected will be notified of the Library's decision. All written materials relating to hiring decisions will be retained according to the Local Government General Records Schedule.

### Hiring

The Director will be interviewed and hired by the Library Board of Trustees. The Director, or his/her designee, will hire all other employees. After the Recommendation

for Hire form has been approved, each new employee will be informed in writing of the exact time and nature of his/her appointment, including:

- Starting salary
- Starting date
- Anniversary date for evaluations
- Date that the introductory period will end
- Any other special arrangements made with the employee regarding employment

This letter of offer will be retained in the employee's personnel file along with all other application documentation.

### Background Checks

The Library will ask for a background check of all new employees. The form authorizing this check should be signed by the employee and returned to the Business Office along with the letter of offer. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

The Library may conduct background checks of any current employee at any time as allowed by law.

### Initiating Payroll

After an employee has been hired, the Business Office will send a packet to the employee which contains:

- W-4 (Federal Withholding authorization)
- K-4 (Kentucky Withholding authorization)
- I-9 (proof of citizenship)
- Applicable benefits forms (insurance, etc)
- Orientation checklist
- Personal Information Sheet

These forms should be returned to the Business Office along with a copy of supporting documentation required for the form I-9. No paycheck will be issued until all documentation has been returned to the Business Office.

### At Will Employment

All employees are considered "at will." The employee may terminate his/her employment at any time and the Library may do the same.

## Hiring Policy Example 2

The library director is appointed by and responsible to the library board. The director hires all other employees.

The library strives to employ the most qualified person for each position; therefore, employment decisions are based on merit, qualifications, and abilities. To obtain a diverse pool of qualified applicants, the library recruits internally and externally by posting all positions in the library, advertising all positions in the local newspaper, and also advertising professional positions on library employment websites including, but not limited to the KDLA website. The following process applies to all vacancies except that of library director.

All applications for employment must be made on forms provided by the library. Resumes are accepted as a supplement to the application form. Application forms are specific to the position classification and are reviewed and updated as needed. Applications for candidates who are not hired will be retained for two years.

The supervisor and at least one other employee appointed by the director constitute the search committee for all openings. The search committee screens the applications based on the requirements outlined in the vacancy announcement, which is based on the position description. A minimum of three applications chosen in this initial screening are invited to participate in an interview and other job assessments. As stated in the job announcement, only applicants selected in the initial screening are notified.

The search committee conducts interviews and assessments, and checks references for applicants who successfully complete both the interview and the assessment. Before recommending that the director make a conditional job offer, the search committee obtains at least two positive reference checks, ideally from previous employers.

The search committee makes a recommendation to the director who makes the job offer contingent upon completion of a criminal background check [for all prospective employees age 18 and older], and verification of education, employment, or other general background, as deemed necessary. The offer letter includes the start date, salary, and other conditions of employment. Applicants who were interviewed but not recommended for the position will be notified.

If the successful candidate is an existing employee, the original date of hire is used for the purpose of benefits. However, salary and performance review are based on the new position anniversary date, rather than the hire date.

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