

# Claverack Free Library

## Hiring Policy

**Adopted: April 2015**

## Recruitment and Hiring

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 advertising. The following process applies to all vacancies.

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 reviewed and updated as needed.

The Library Director and at least two (2) Personnel Committee members constitute the search committee for all openings, except that of the Library Director position. 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.

Candidates for the Library Director position will be interviewed and hired by the Library Board of Trustees.

## Equal Opportunity

The Claverack Free Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, sexual orientation, religion, 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 interviewed will be retained for one year. All other applications will be held for 90 days.

## Advertising

Openings will be advertised as necessary. Jobs will remain posted until the position is filled. Advertising may be comprised of advertising in the local newspaper, advertising on library employment websites including, but not limited to the Claverack Free Library website, and via the MHLS posting services.

### 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 by the 2 person Personnel Committee team and sent, along with all other documentation (application, resume, etc.), to the Library Director for approval. Candidates who are interviewed but not selected will be notified of the Library's decision. Interview questions and corresponding written responses from applicants for open positions will be filed for one year.

Candidates for the Library Director position will be interviewed and hired by the Library Board of Trustees.

### Hiring

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 placed in the employee's personnel file along with all other 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 Library Director 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 Treasurer will send a packet to the employee which contains:

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

These forms should be returned to the Treasurer 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 Treasurer.

### 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. A Director who chooses to resign or to retire should give at least four weeks written notice. All other employees should give at least two weeks written notice. The effective date of termination shall be the last day worked.

## Definition

The term 'employee' refers to "a person working for the library for pay". This definition is applicable to all policies referring to the term 'employee'.