

## A. HIRING PRACTICES

1. Hiring of staff members shall be based on merit with due consideration of educational requirements, professional skills and experience and training and aptitude for the position involved. The library is an Equal Opportunity Employer and complies with federal and state laws with respect to employment and hiring.

2. The Board of Trustees hires the library director.

3. The library director hires all other library employees. Hiring for a vacant position will be at the same classification, for the same number of hours and at the same or lower compensation level as the previous employee in the position unless approved by the Board of Trustees in advance of posting the job opening. The library director shall post a detailed job description regarding the open position on the library website and in the local newspaper for a period of one week prior to making an offer to an applicant. Board members will be notified via email of all hiring of regular employees and will be reported to the Board of Trustees at their next meeting, with the exception noted in section 4.

4. Although a member of an employee's immediate family may be considered for employment, provided the applicant possesses all the qualifications for employment, an immediate family member may not be hired if such employment would create a direct supervisor-subordinate relationship with a family member. The Board of Directors will be consulted prior to making an offer to a family member.

5. All job descriptions shall have the essential functions of the job clearly listed, and applicants will be asked questions regarding their abilities to perform those essential functions. Reasonable accommodations for qualifying disabilities shall be made on a case-by-case basis.

6. A background check is required after a job offer has been made for full or part-time permanent employment. Applicants' information will be kept confidential.

7. A newly hired employee shall serve a probationary period of six months during which time the employee will be required to demonstrate his or her fitness and qualifications for the position. Midway through the probationary period, the library director will give the new employee a performance update noting strengths and weaknesses in skills, professionalism and overall job performance. At any time during the probationary period the employee may be dismissed by the library director without cause. The library director may give 2 weeks' notice, pay in lieu of such notice, or dismiss without notice. The Board of Trustees shall be notified of such dismissal prior to or immediately via email notification and at the next

board meeting.

Revised: 3/2019