

# Greensburg Hempfield Area Library

## Hiring Policy

**Policy Number: 7**

**Date Last Updated: November 14, 2017**

**Purpose:** The Greensburg Hempfield Area Library (Library) recognizes that hiring decisions must be handled properly to assure that the Library makes best use of existing capabilities, treats current employees fairly, and meets legal requirements for the hiring of new employees.

**Statement of Policy:** It is the policy of the Library to recruit, hire, train, and promote employees on the basis of qualifications and without discrimination because of race, religion, color, political affiliation, disability, national origin, sex, gender, or age. This policy applies to all levels and phases of personnel administration such as recruitment, advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay, selection for supervisory positions, and employee benefits programs.

### **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.

### **Recruitment and Hiring**

1. The Library Director is appointed by and responsible to the Library Board of Trustees.
2. The Library Director or designee hires all employees.
3. The Library Director informs the Library Board of Trustees regarding all new hires.
  - It is recommended that new hires be introduced in person at the next regular Library Board of trustees meeting following their hiring.
4. 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.
5. 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.
6. Applications are kept on file for one year and then discarded.

### **Applications and Resumes**

Applications and resumes are accepted as positions become available. Applicants are encouraged to file for specific openings.

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### **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 and advertising on library employment websites.

### **Interviewing**

1. All applications on file will be reviewed for job openings and selections made for interviewing.
2. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References may be solicited and checked.
3. Candidates who are interviewed but not selected will be notified of the Library's decision.
4. Candidates for the Library Director position will be interviewed and hired by the Library Board of Trustees.

### **Hiring**

Each new employee will be informed in writing of the following:

- Job description
- Starting salary
- Starting date
- Anniversary date for evaluations
- Date that the probationary period (if any) will end
- Any other special arrangements made with the employee regarding employment.

### **Background Checks**

1. The Library will ask for background checks of all new employees. (The Pennsylvania Criminal Background Check, ChildLine Child Abuse Clearance, FBI Clearance Background Check if applicable) The forms authorizing these checks should be signed by the employee and returned to the Library Director along with the letter of offer.
2. Employment will be contingent on satisfactory background checks and meeting all necessary clearances. Background checks will be placed in the employee's personnel file.
3. The Library may conduct background checks of any current employee at any time as allowed by law.

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### **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 Library 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.