

EMPLOYMENT PROCEDURES

8.3.1. Hiring

It is the policy of the Library to hire individuals who are best qualified for employment as determined by identified standards of education, experience, aptitude, character and ability to perform essential duties of the position. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job related criteria. Notwithstanding anything contained herein to the contrary, in no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the Library; and unless otherwise provided, such relationship shall be defined as "employment-at-will" where either party may dissolve the relationship.

8.3.2. Application

All applicants for Library employment shall file applications online. If needed, accommodations will be made upon request.

8.3.3 Background Checks

All applicants for employment who are age 16 or older must pass a criminal background check prior to being offered a position at the Library. Until the criminal background check is completed, the Library's offer of employment to the applicant and/or the Library's hiring of the applicant is conditional only, and future employment by the Library is contingent upon the satisfactory completion of the criminal background check. In reviewing criminal convictions, the Library generally takes into account the nature and gravity of the offense, the time that has passed since the conviction, and the nature of the position sought. The Library does not request information regarding, nor does it consider, arrests or convictions that have been sealed or expunged. Past conviction of a crime will not necessarily result in denial of employment. Any such situation will be evaluated on a case-by-case basis, considering the factors described above.

The results of each criminal background check will generally be shared only with the Director and the Human Resources Manager (HR), unless there is a business need for additional disclosures. All information obtained from such checks will be kept confidential to the extent required or permitted by law.

8.3.4. Verification of Employment Eligibility

The Library, following federal law, requires that employees be either U.S. citizens or authorized to be employed in the U.S. Verification of this must be provided at the time of hiring and shall consist of documents which are acceptable under the law. No employee may begin work until the applicable form has been completed and certified by the Human Resources Manager.

8.3.5. Equal Employment Opportunity

The Library shall not discriminate against any employee or applicant for employment on the base of race, color, religion, gender, sexual orientation, genetic information, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or unfavorable discharge from military service or any other characteristic that is protected by the law.

An applicant or employee shall be considered only on the basis of qualifications required for the position sought or held, i.e. experience, training, abilities, skills and knowledge, as well as personal character and integrity as a proper representative of the Library.

8.3.6. Relatives of Employees and Library Trustees

The Library may employ a relative or cohabitant of an employee provided the individual meets the usual qualifications for employment. However, such persons cannot be given work assignments which require one to direct, review or process the work of the other, or which permits one to have access to the personnel records of the other. The Library may not employ a relative or cohabitant of a Library Trustee. For purposes of this policy, "relative" is defined as spouse, civil union partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, or first cousin, including all corresponding in-law, foster, adoptive, and "step" relations.