

Recruitment and Hiring

Revised 12 Oct 2021

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Equal Opportunity

The Mason County Public Library is an equal opportunity employer. No person shall be denied employment on the basis of race, color, age, religion, national origin, sex, sexual orientation or disability as long as they can physically perform the assigned duties.

Americans with Disabilities Act

The library is firmly committed to the Americans with Disabilities Act (codified in KRS 207 and KRS 344) and ensures equal employment opportunities to persons with disabilities. The library prohibits discrimination based on disability in regard to all employment practices and privileges of employment. Consistent with this policy and applicable law, the library will provide reasonable accommodation to qualified individuals with disabilities who are employees or job applicants, unless doing so will cause undue hardship on the library's operations.

Job descriptions include the necessary abilities to complete the tasks required of all positions.

Applications and resumes

Applications and resumes are accepted at all times. Application for employment must be filed with Library Director. Applicants are encouraged to file for specific openings. Applications for posted positions will be retained for six (6) months. All other applications will be held for ninety (90) days.

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, legal guardian, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also prohibit eligibility on a case-by-case basis by the Library Director without setting precedent.

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. 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 sent to Library Director and filed for two (2) years.

Hiring

The Library Director will be interviewed and hired by the Library's Board of Trustees. The Library Director, or responsible designee, will hire all other employees. The first six weeks of employment will be considered to be an introductory period. If the employees work or attitude is not suited for long term service, the employee may be terminated at any time. Each new employee will be informed in writing of the exact time and nature of their appointment, including:

- Starting salary or hourly wage
- 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 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

Initiating payroll

During the orientation, the Library Director Manager will meet with the employee and provide them with the documentation required for payroll including:

- W-4 (Federal withholding authorization)
- K-4 (Kentucky withholding authorization)
- I-9 (Employment Eligibility Verification)
- Direct Deposit Authorization

These forms should be returned to Library Director within three (3) days. No paycheck will be issued until all documentation has been completed.

At-will Employment

All employees are considered "at-will". Employment at will means an employee can be terminated at any time without any reason, explanation, or warning. It also means an employee can quit at any time for any reason – or no reason at all.