

# Recruitment and Appointment Policy

## Section 1. The Librarian

- The advertisement for a vacant librarian position will be advertised publicly for a minimum of one week. The application for employment must include a resume and three written references. A job description and salary range will be available for those applicants who respond.
- The president of the library board will appoint a three-member search committee. The purpose of this committee will be to review submitted applications and to contact the most suitable applicants for an oral interview by all of the trustees. Each applicant will be notified in writing when the vacancy is filled.
- Selection for employment will be based solely on merit with consideration given to education, skill, library experience, and personal attributes.

## Section 2. Clerk I, Clerk II, and Temporary Clerks

- When a clerk position opens, consideration will be given to the promotion of present employees.
- Advertisement of a vacant or temporary position will then be advertised locally and at the library. A completed job application and three written work references will be reviewed by the librarian. A written job description for the vacant position will be available for all applicants who respond.
- The librarian will conduct personal interviews with the most suitable applicants and recommend employment to the board of trustees. Final selection will be made by the librarian with the board's approval.

## Section 3.

A completed fact sheet must be placed on file after employment.

## Section 4.

Conditions of employment and probationary work period evaluation will be presented to all employees hired by the board of trustees. Employees will be expected to accept the terms of employment in writing.

## Section 5.

Each new employee is on a six-month probationary period commencing on the employee's start date. Evaluation procedures are detailed in Article XV of the Personnel Policy. Dismissals of employees are subject to the provisions set forth in Article X.

## Section 6.

Relatives of current board members or staff will not be considered for employment in any permanent position.

## Section 7.

Hours shall be as follows and are subject to change upon the board members' approval:

- Full-time employees - Average 40 hours per week
- Part-time employees - Average less than 40 hours per week
- Full-time Librarian hours – Average 40 hour per week