



Recruitment & Hiring

Last modified SEPTEMBER 30 2021

EQUAL OPPORTUNITY

The Rowan County Public Library (“the Library”) is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, gender, religion, national origin, sexuality, disability, or any other similar protected class.

AMERICAN 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 upon disability with regard to all employment practices and privileges of employment. Consistent with this policy and applicable law, the Library will provide reasonable accommodation(s) to qualifying individuals with disabilities who are employees or job applicants, unless doing so would cause undue hardship to library operations.

Job descriptions must include appropriate descriptions of any and all abilities necessary to complete the tasks required of the relevant position(s).

RÉSUMÉS

Résumés will be accepted at all times. Applicants will be encouraged to file for specific openings or positions by including a cover letter with their résumé. Résumés shall be retained by the Executive Director and/or their designee for six (6) months.

ADVERTISING

Open positions within the Library will be advertised as necessary to fill the position and comply with applicable laws and/or statutes.



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ELIGIBILITY

Immediate family members of present employees are not eligible for employment with the Library. Current members of the Library Board of Trustees and their immediate family members are likewise ineligible. Immediate family is defined as: Spouse, child, parent, sibling, grandparent, grandchild, immediate in-laws, or legal guardian. For the purpose(s) of this policy, this definition shall supersede any similar definitions of immediate family presented by other Library policies. Other relationships may also prohibit eligibility on a case-by-case basis at the discretion of the Executive Director, without setting any precedent for future eligibility.

INTERVIEWING

All résumés on file will be reviewed when a position becomes open with the Library, and selections will be made from such résumés for interviewing. Candidates will be selected and interviewed based on qualifications deemed appropriate for the open position. References will be solicited and checked. Candidates who are interviewed but not selected must be notified of the Library's decision.

HIRING

The Executive Director will be interviewed and hired by the Library Board of Trustees. All other employees shall be hired by the Executive Director or their designee. After a selected candidate has been approved, the new employee will be informed in writing of the exact time and nature of their appointment, including:

- Starting salary or wage; and
- starting date for employment; and
- anniversary date for future evaluations; and
- the date upon which their introductory period will come to an end; and
- any other special arrangements made with the new employee regarding employment.



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Any letter of offer containing the above will be placed in the employee's personnel file along with all other appropriate documentation.

BACKGROUND CHECKS

Employment for any applicant shall be contingent upon a satisfactory background check. Background checks and associated documentation will be placed in the employee's personnel file.

The Library reserves the right to conduct background checks for current employees at any time.

SUBSTANCE ABUSE SCREENING

The Library reserves the right to conduct or require a substance abuse screening for current employees at any time.

INITIATING PAYROLL

During a new employee's orientation, the Assistant Director and Treasurer will meet with the employee and provide them with all documentation required for payroll, including:

- W-4 (Federal withholding authorization)
- K-4 (State of Kentucky withholding authorization)
- I-9 (employee eligibility verification)
- Direct deposit authorization

These and any other associated documentation must be returned to the Executive Director within three (3) days following their provision to the employee.



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AT-WILL EMPLOYMENT

All Library staff are considered “at-will.” Employment at will is defined as the right to terminate employment at any time without reason, explanation, or warning. As an “at-will” employer, the Library need not provide cause for termination, but will generally strive to do so as appropriate to the specific case. This status likewise means that a staff member may leave their employment with the Library at any time, for any reason (or for no reason, at all).