

Hedberg Public Library
B101 Rights of Employment
Board Policy
Last update – May 2005

Employment Relationship

Employees of the Library are employed at will and not guaranteed continued employment by the Library.

Nepotism

A member of an employee's immediate family will be considered for employment by the Library, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

- A) Create either a conflicting direct or indirect supervisor-subordinate relationship with a family member; or
- B) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Hiring relatives of the library director is prohibited because of the appearance of a conflict of interest.

This nepotism policy shall be subject to all anti-discrimination requirements and affirmative action obligations as may be applicable to the Library under federal or state laws or regulations, as may be renumbered, amended or added to from time to time, or with respect to particular projects, grants or contracts funded by other government agencies.

Reference Checks

All requests for information on a present or previous employee shall be referred to the business manager. Verbal requests for personnel information should be directed to the business manager who may verbally release only the employee's position title, employment date(s), termination date, gross annual salary and location of job site.

Requests for additional information shall be in writing to the business manager or director for appropriate response. Information other than position title, employment and termination dates and gross annual salary shall be released only with the signed permission of the employee.

Exit Interview

When a Library employee terminates his/her employment with the Library, the employee's supervisor will schedule the employee to meet with the business manager and/or library director for an exit interview, a review of benefit payouts and/or continuations, and to indicate the method of delivery of his/her final paycheck.