

Hedberg Public Library
B401 Recruitment and Selection of Employees
Board Policy
Last update – October 2007

Responsibility for Recruitment and Selection

The library director is responsible for overseeing the recruitment and selection of all employees of the library.

Equal Employment Opportunity and the ADA

The library is an Equal Opportunity Employer. All applicants and employees will be given equal consideration without regard to race, creed (religion), color, sex, national origin, disability (as defined in the Americans with Disabilities Act), ancestry, arrest or conviction record, marital status, membership in Military Reserve, sexual orientation, or age (except where such matters constitute a bona fide occupational qualification for proper and efficient functioning in the job).

Determination of Need for New or Additional Positions

Requests for new or additional positions must be approved by the library director and Library Board. Requests to fill or restructure vacated positions must be approved by the library director.

Recruitment

All regular library position openings will be posted in-house and may be advertised as necessary. Temporary positions may be posted and advertised as necessary.

The library may reimburse all necessary and reasonable travel expenses for job interview candidates.

Selection

All candidates for employment by the library shall file job applications with the library's Business Office as part of the selection process.

Selection methods may include job-related pre-employment testing and/or background checks.

Types of Employment

Temporary – Limited term positions. No fringe benefits other than those required by law are available in these positions.

Regular Part-Time -- Positions that are regularly scheduled less than 40 hours per week. Employees in these positions may be eligible for a limited package of fringe benefits.

Regular Full-Time -- Employees regularly scheduled 40 hours per week. Employees in these positions are eligible for all available fringe benefits.

Fringe benefits are covered in more detail in Policy B203, Compensation Plan and Administration.