

KINGSTON LIBRARY RECRUITMENT AND HIRING POLICY

Effective February 18, 2016

It is the policy of the Kingston Library to recruit, hire, train and promote employees on the basis of qualifications and without discrimination because of race, religion, disability, national origin, political affiliation, sexual orientation, gender or gender identity. This policy applies to all levels and phases of personnel administration such as recruitment, advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay, selection for supervisory positions and employee benefits programs. We strive to honor this commitment through staff development and in our recruitment, hiring and promotion practices.

I. Background

A. Hiring decisions must be handled correctly to assure that the library makes best use of existing capabilities, treats current employees fairly and meets legal requirements for the hiring of new employees.

B. Hiring procedures must be followed to ensure that all Equal Employment Opportunity and Civil Service requirements are met, that current employees have the opportunity to be considered for new positions and that applicants for new positions are treated fairly.

II. Policy

A. It is the Kingston Library's policy to hire the most qualified candidate for the position available, whether that candidate is a current employee or an applicant for employment with the library, in accordance with applicable Civil Service law. <http://www.cs.ny.gov/pio/summaryofcslaw/index.cfm>

B. All applicants for a position, whether current employees or individuals seeking employment, are required to complete all steps of the hiring process for that position.

III. Employment Conditions

A. All appointments to the staff are made for a probationary period of 26 weeks, during which time the employee may be released for incompetence or misconduct at the discretion of the director. At the end of the probationary period an evaluation of performance will be made, by the director and the employee's supervisor, and then submitted to the Executive Committee of the Library's Board of Trustees for approval.

Following the satisfactory completion of the probationary period, the employment of a full-time staff member — unless appointed on a temporary basis — carries with it all possible assurance of continuous employment as long as the staff member performs the duties assigned in accordance with the policies of the library. If the employer (Kingston Library) must fire and employee, a non-exempt employee will receive two weeks' notice

and an exempt employee will receive one month's notice. The employee is expected to give the Library the same notice, except in the case of illness or family emergency.

In the case of gross misconduct on the part of the employee, immediate termination will take place by decision of the Director. Civil Service law shall be followed notwithstanding any of the above policies.

B. The provisions herein, and in all library policies and procedures, are not intended to constitute a contract of employment or a guarantee of any benefits, and the library may unilaterally revoke or revise these provisions at any time for any reason.

C. No one, other than the Board of Trustees, has authority to enter into any special agreements for employment or to make any agreements contrary to paragraph III.

IV. Procedure

A. Approval of Openings and Candidates

1. Any position that will result in an increase in the overhead burden of the Kingston Library must be approved by the Board of Trustees.

2. Considerations for filling a new position shall include qualifications and experience level required for the position, results of reference checks, salary, and current employees who should be considered in filling the position.

V. Job Offers

A. Special agreements on conditions for employment, such as agreements for early salary reviews, special benefits, or subsequent promotions to another position shall not be made unless authorized by the Board of Trustees.

B. Employment offer letters shall be kept confidential.

C. The Board of Trustees shall approve all appointments.

D. Copies of offer letters shall be maintained in a Library "CONFIDENTIAL" file.

VI. Disqualifications

A. No employment offer will be made to any applicant named as a perpetrator of child abuse and/or who has a conviction for child abuse.

B. An employment offer may be made to an applicant with a criminal record only with the prior approval of the Board of Trustees.