

Recruitment and Hiring Policy

Created 9/26/1991

Revised 11/11/2014

Reviewed 2/28/2017



Equal Opportunity

The Bullitt County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, national origin, or disability.

Applications and Resumes

Applications and resumes are accepted at all times. Applicants are encouraged to submit applications for specific openings. Applications for candidates who are interviewed will be retained for consideration for six months. All other applications will be retained for consideration for ninety days.

Advertising

Openings will be advertised as necessary. The Library reserves the right to post jobs internally before determining whether external advertising is needed. Jobs will remain posted until the position is filled.

Eligibility

Immediate family members of present employees are not eligible for employment. Current members of the Board of Trustees and their immediate family members are also not eligible for employment. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also prohibit eligibility on a case-by-case basis by the Director without setting precedent.

Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the Library's decision. Interview questions and corresponding written responses from applicants for open positions will be filed for one year.

Hiring

The Director will be interviewed and hired by the Library Board of Trustees. The Director, or their designee, will hire all other employees. After being selected for hire, each new employee will be informed in writing of the exact time and nature of their appointment, including:

- Starting salary
- Starting date
- Anniversary date for evaluations
- Date that the introductory period will end

- Any other special arrangements made with the employee regarding employment

This letter of offer will be placed in the employee's personnel file along with all other documentation.

Background Checks

The library will ask for a background check of all new employees. The form authorizing this check should be signed by the employee and placed in the employee file along with the letter of offer. Employment will be contingent on a satisfactory background check. Completed background checks will be placed in the employee's personnel file.

The Library may conduct background checks of any current employee at any time.

Substance Abuse Screening

The Library reserves the right to conduct screening before hiring potential personnel. In the case when the Library decides to conduct a screening, successful completion of the screening is required for hire.

Initiating Payroll

During the orientation, a member from the Administration will meet with the employee and provide them with the documentation required for payroll including:

- W-4 (Federal Withholding authorization)
- K-4 (Kentucky Withholding authorization)
- I-9 (Employment Eligibility Verification)
- Direct Deposit Authorization
- Applicable benefits forms (insurance, etc.)
- Personal Information Sheet

These forms should be returned for proper filing within three (3) days.

At-Will Employment

All employees are considered "at-will". The employee may terminate their employment at any time and the Library may do the same.