

# **Recruitment and Hiring Policy**

*Created 9/26/1991*

*Revised 7/22/2025*

## **Equal Opportunity**

The Bullitt County Public Library (BCPL) is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants and to maintaining a workplace free from discrimination and harassment of any kind. Employment decisions at BCPL are made without regard to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, development, and training.

## **Applications and Resumes**

BCPL accepts applications and resumes at all times. While applicants are encouraged to apply for specific openings, general applications are also welcome. Applications for candidates who are interviewed will be retained for six (6) months. All other applications will be retained for ninety (90) days for future consideration.

## **Advertising**

Job openings will be advertised as necessary. The Library reserves the right to post positions internally prior to external advertising and may choose to promote from within when appropriate. Positions will remain posted until filled.

## **Eligibility**

Immediate family members of current employees are not eligible for employment. Likewise, current members of the Board of Trustees and their immediate family members may not be employed by the Library. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other close personal relationships may also affect employment eligibility on a case-by-case basis, at the discretion of the Executive Director, without setting precedent.

## **Interviewing**

All applications on file will be reviewed for potential matches when a job opens. Interview candidates are selected based on qualifications relevant to the position. References will be checked prior to hire. Applicants who are interviewed but not selected will be notified of the hiring decision. Interview questions and written responses will be retained for one (1) year.

## **Hiring**

The Executive Director is hired by the Board of Trustees. All other employees are hired by the Executive Director, or the Executive Director's designee. Once a hiring decision is made, the new employee will receive a written notification outlining:

- Starting salary
- Start date
- Evaluation anniversary date
- End date of the introductory period
- Any special terms or agreements

A copy of the offer letter will be placed in the employee's personnel file.

## **Background Checks**

All new hires must undergo a criminal background check. Employment is contingent upon satisfactory results. Employees must sign a background check authorization form prior to employment. Completed background check documentation will be stored in the employee's personnel file. The Library reserves the right to conduct background checks of current employees at any time.

## **Substance Abuse Screening**

The Library reserves the right to require substance abuse screening as part of the hiring personnel. If screening is required, employment is contingent upon successful completion.

## **Initiating Payroll**

During the orientation, a representative from the Administration will assist new employees with completing documentation, including:

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

These forms must be submitted within three (3) days of the employee's start date.

## **At-Will Employment**

All BCPL employees are employed on an at-will basis. Employees may terminate their employment at any time, with or without cause or notice. The Library may also terminate employment at any time, with or without cause or notice. This at-will relationship in effect

throughout employment and may not be altered by any oral or written statements unless expressly stated in a formal written contract approved by the Board of Trustees.