

## **Madison County Public Library Hiring Policy (2022)**

### **Overview**

The Madison County Public Library seeks to employ the most qualified person for each position. All employment decisions regarding hiring and promotion will be based on merit, competence, performance, qualifications, and the needs of the organization.

### **Equal Opportunity Employer Statement**

The Madison County Public Library is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

### **Posting Open Positions**

To obtain the broadest pool of qualified applicants possible, the library will recruit internally and externally by posting all positions on the library's website, as well as the Kentucky Department for Libraries and Archives job site. Additional advertising may be conducted through the library's social media accounts and local news sources. Library staff will be additionally informed of open positions via email.

Positions will be open for application for a minimum of 10 days, and if necessary will remain open until the position is filled.

### **Applications**

All applicants must complete and submit an application for employment to the library's Human Resources Manager through the library's website at <https://www.madisonlibrary.org/form/application-for-employment> to be considered for open positions. Resumes are accepted as a supplement to the application form.

Kentucky Records Retention requires the library to keep all applications received for a period of two years.

### **Eligibility and Anti-Nepotism**

Due to potential for perceived or actual conflicts, relatives of persons currently employed by the library are not eligible for employment. "Relative" is defined as any of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, or daughter).

**Candidate Selection and Interviewing**

All candidate pool evaluations and interviews will be conducted by a hiring panel of the position's direct supervisor and two other managers. Applications submitted for the position will be considered along with any applications retained by the library.

The hiring panel will evaluate applications based on the requirements outlined in the position description and contact applicants for interviews. Upon the hiring panel's recommendation, the position's supervisor will solicit and check the candidate's references.

Candidates who are interviewed but not selected will be notified in writing.

**Conditional Offer of Employment and Background Checks**

All job offers are contingent upon successful completion of a criminal background check, as well as verification of education, employment, and any required licenses/certifications. Background checks are submitted to and conducted by the Kentucky Administration of the Courts.

All employment with the Madison County Public Library is at will. Employment is for an indefinite period of time and it is subject to termination by the employee or the library, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of the Madison County Public Library shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Madison County Public Library employees.