

Conant Public Library Hiring Policy

General Statement:

The Conant Public Library is established and operated in compliance with New Hampshire Statutes. The Conant Public Library is also in compliance with Federal and State laws that affect library employment policy and procedures such as the Americans with Disabilities Act, the Fair Labor Standards Act, Equal Opportunity Employment, and Affirmative Action.

That is, The Conant Public Library does not discriminate against qualified individuals on the basis of national origin, race, color, gender, creed, age, marital or familial status, or mental or physical disability.

The Board of Trustees will recruit, hire and supervise the Library Director.

The Library Director recommends to the Board of Trustees the hiring and termination of potential employees. Staff deployment and assignment are specified and monitored by the library director.

The board determines all compensation and terms of employment including job descriptions for every position

Employment at Will:

All employment at the Conant Public Library is “at will.” Except as otherwise provided by law, any employee can be terminated without cause, and with or without notice, at any time, at the option of either the Conant Public Library or the employee.

The Board of Trustees is not prevented from laying off an employee due to lack of funds or other reasons beyond the control of the Board.

Nothing in this policy will be construed as a contract or promise of future employment .

Recruitment:

The recruitment of a new Library Director will be conducted by the Board of Trustees. The recruitment of new employees will be conducted by the Library Director and approved by the Board of Trustees.

The following hiring steps will be taken for a Library Director:

- Review and update (if needed) the job description.
- Appoint a search committee.
- Determine the required and preferred qualifications for the position.
- Post the position.
- Screen applicants and Conduct Interviews.
- Present recommendations for consideration to the full board.
- Check references.
- Confer with the full board for final approval.

- Offer the position in writing specify start date, rate of pay and hours.

The recruitment of new employees will be conducted by the Library Director and approved by the Board of Trustees.

The following hiring steps will be taken by the Library Director for positions such as, Assistant Librarian, Circulation Assistant, and Custodian

- Review and update (if needed) the Job Descriptions.
- Determine the required and preferred qualifications for the position.
- Post the position.
- Screen applicants and Conduct Interviews
- Present recommendations to the Board of Trustees.
- Check references.
- Confer with the board for final approval.
- Offer the position in writing specify start date, rate of pay and hours

Posting the Open Positions:

Applications for open positions are available to current Library employees and outside applicants.

When permanent positions become available, the library will advertise and post notices. The job posting must be posted in the Winchester Town Hall.

Criminal Background Check:

All staff and volunteers are required to submit a copy of a Criminal Record Release Authorization Form. The library will cover the cost for this service. All staff members must have a photo ID in their personnel file.

Introductory Period:

See Job Descriptions and PTO Policy

Nepotism

No one of authority in the library may hire or supervise any other person related by blood or marriage. Exceptions can be considered with Board of Trustee approval.

Notification

An employee is requested to notify the Library Director at least two (2) weeks in advance of leaving employment. During this time no paid time off can be taken.

Exit Interviews

The Board of Trustees or the Library Director shall conduct an exit interview with all persons leaving the employment of the library. The employee shall have the option of selecting who they would prefer to conduct the interview. The Library Director or the Board of Trustees shall make all employment references for a previous employee.

Approved 03/2023