

Hiring Policy for Staff

Recruitment and Hiring

Equal Opportunity

The LaRue 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 handicap.

Resumes

When a vacancy in the staff occurs or the workload increases so that additional staff is needed, the Director will accept resumes.

Advertising

Openings will be advertised as necessary.

Eligibility

KRS 173.740 prohibits a library board from hiring as a member of its library staff:

- Any member of the board.
- Any person related to a member of the board closer in degree than second cousin.

No librarian or other library management personnel shall act in their official capacity to hire or cause to be hired any member of their immediate family at an hourly rate or with benefits in excess of any other employee with similar job duties, responsibilities, and qualification requirements.

Interviewing

All resumes on file will be reviewed, by the Director, for job openings and selections made for interviewing. Candidates will be selected and interviewed, by the Director, based on qualifications that are deemed appropriate for the position. References will be solicited and checked.

Hiring

The Director hires and evaluates all staff members. The new employee shall serve a training period of six months. During the training period he/she may be dismissed for any reason.

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 returned to the Director. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

The library may conduct background checks of any current employee at any time as allowed by law.

At Will Employment

All employees are considered "at will." The employee may terminate his/her employment at any time and the library may do the same.