

Whipple Free Library Hiring Policy

Recruitment

Consistent with NH RSA 202-A:15 and RSA 202-A:17, the Board of Library Trustees shall hire the Library Director and, in consultation with the Library Director, all other employees of the library.

Anyone applying for an open position shall submit an application, resume, and references. All final candidates must sign a release for a criminal background check. The Whipple Free Library relies upon the accuracy of information contained therein, as well as the accuracy of other data presented throughout the hiring process and employment. Any falsifications, misrepresentations or material omissions in information or data may result in the Library's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment (I just moved this paragraph up from below as it applies to both categories below)

Library Director

The Library Board of Library Trustees shall create a Library Director Selection Committee to review all applications for the Library Director position. The Selection Committee shall consist of Library Trustees, Library Staff and others as deemed necessary. The Library Director Selection Committee will select the 2-3 most qualified candidate(s) for the position, in their opinion, to forward to the Library Trustees for final interview(s). The Library Director Selection Committee will check candidate references prior making recommendation(s) to the Library Trustees. The Board of Library Trustees will make the decision on a final candidate. The Chair of the Board of Library Trustees or their designee will make the job offer, which will be contingent on the successful completion of a criminal background check and confirmation of eligibility to work.

All Other Library Positions

The recruitment of new (non-Director) employees will be conducted by the Library Director and approved by the Board of Trustees. Recruitment methods may include posting a notice of the vacancy in a prominent place within the library, posting on the library website and social media, circulating the notice to other libraries throughout the state, or posting the notice to appropriate library jobsites and list serves.

The Library Director will review all applications for employment received by the posted deadlines to determine which qualified candidates will be interviewed. Interviews will be conducted by the Library Director and may also include Trustees and current Library staff. The most qualified candidate(s) for the position, in the opinion of the Library Director, shall be selected from those interviewed and recommended for hiring by the Library Trustees. The Library Director will check candidate references prior to making a recommendation to the Library Trustees. The Library Board of Trustees will review the recommendation and vote on the candidate(s) in their next meeting.

Following approval by the Board of Library Trustees, an offer will be made to the chosen candidate by the Library Director. The offer letter will include the position and starting salary as well as work hours. All offers are contingent on the successful completion of a criminal background check and confirmation of eligibility to work. A written offer letter does not constitute a contract or promise of continued employment.

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At Will Employment

Employment at the library is at will. This means that staff are free to quit at any time, for any reason. To terminate an employee, the library must follow RSA 202-A-17.

Equal Opportunity Employment

The Whipple Free Library is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library shall be based on merit, qualifications, and abilities. The Library does not discriminate on the basis of race, color, religion, sex, national origin, disability, gender identification, sexual orientation, age, marital status, or any other classification protected by law.

The Library will make reasonable accommodations for qualified individuals in compliance with the Americans with Disabilities Act, as amended. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Library Director or the Chair of the Library Board of Trustees.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action, up to and including termination of employment.

Personnel File

A personnel file will be maintained for each Library employee and kept in a locked file cabinet in the Library. The contents of the personnel file are treated as non-public Library information and maintained as confidential information. Generally, this file contains demographic data, copies of all pertinent documents concerning the individual as developed or issued by the Library, a copy of the employment application, performance evaluations, promotion statements, wage and salary changes, commendations, and any disciplinary warnings or actions.

Access is limited to authorized individuals only. The Library Director will provide reasonable opportunities for an employee to inspect their file. An appointment to view the file will be made at the mutual convenience of the employee and the Library Director. An authorized person must be present with the employee when the file is being reviewed. Copies of the file contents will be made available to the employee within a reasonable period of time. Nothing may be removed from the employee's file without the mutual agreement of the Library Director and the employee. If the employee disagrees with any information in the file and the Library Director and employee cannot agree upon removal or revision of the information, the employee may submit a written statement explaining their version of the information, together with any supporting evidence. This statement shall be maintained as part of the employee's personnel file. Any changes in marital status, dependents (for employees eligible for benefits), mailing or physical address, or phone number should be reported immediately to the Library Director so that personnel and payroll information is kept current.