



## Hiring Policy

The Geneva Public Library (GPL) maintains a Hiring Policy to ensure employees and potential employees are provided with consistent treatment across all levels and phases of personnel administration such as recruitment, advertising, testing, hiring, promotion, rates of pay, and employee benefits programs.

### Equal Employment Opportunity

GPL provides equal employment opportunity to all persons in personnel matters. GPL shall recruit, hire, train, and promote in all job titles without regard to age, race, creed, color, national origin, sex, sexual preference, disability, genetic disposition or carrier status, or marital status of any individual. Compensation and terms, conditions and privileges of employment shall be administered without regard to age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status of any individual.

The Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with disabilities.

### Civil Service

The employees of the Geneva Public Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

Employees are classified under state civil service guidelines as either temporary, provisional, probationary, or permanent.

The positions to which employees are appointed are also classified by the Ontario County Department of Human Resources as either competitive, non-competitive, exempt or belonging to the labor class.

Temporary and provisional appointments are not provided the same protections under civil service law as are probationary or permanent appointments and may be removed at will.

Temporary appointments may be made up to 12 months and extended to 18 months, but shall receive no benefits provided by this policy except those required by state and federal law.

Provisional appointments may be made to a competitive position when there is no eligible list with at least three people willing to accept appointment to the position. Provisional appointments to a competitive position receive all benefits provided by the [Personnel Policy](#).

Appointments to positions are initially probationary. The length of a probationary appointment shall be decided at the time of appointment and may be any length from a minimum of eight weeks to a maximum of fifty-two weeks. Probationary appointments receive all benefits provided by the Personnel Policy.

Permanent appointments follow a probationary period and the satisfactory evaluation of the probationary appointee.

The Board of Trustees creates all positions and provides the Director the authority to make appointments. All appointments are approved by the Board. Positions may be created as permanent and of indeterminate length, or temporary and of determinate length.

Complete Civil Service Rules are available on the Ontario County Department of Human Resources website at <http://www.co.ontario.ny.us/humanresources>.

### **Advertising and Recruitment**

All employment opportunities are listed on the Library's website, [www.genevapubliclibrary.net](http://www.genevapubliclibrary.net). All competitive positions, as classified by Civil Service, are posted on the [Ontario County Department of Human Resources website](#). In addition, the Library seeks out qualified applicants through a variety of recruiting sources including announcements through the Pioneer Library System, the Rochester Regional Library Council, community organizations and educational institutions. Pending approval by the Library's Board of Trustees or Personnel Committee, fee based advertisements for the Library Director position may also be placed in local newspapers and online services.

### **Nepotism**

It is the position of the Library that all employees should enjoy the same treatment during their tenure. As such the Library has implemented policies to prevent unfairness in the employment relationship between relatives, members of the same household or related parties. A Library employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of employment of a person who is a member of the employee's immediate family, with whom he or she shares a household, or with whom he or she has a personal relationship.

### **Testing**

Eligibility for competitive positions within the Library is based on testing administered by Ontario County. Tests for positions are offered on a scheduled basis as determined by Ontario County, in conjunction with libraries within the county. Exam announcements for competitive library positions are posted on the Ontario County website. Test scores for each exam are used to create an eligibility list.

### **Interviews**

The Library may interview and hire any candidates whose scores appear within the top three scores on the eligibility list, including ties, following a canvas of all applicants by the county. In situations where fewer than three names appear on the eligibility list or fewer than three applicants are available to conduct an interview, the Library may deem the list invalid. Pending approval from the County, the Library may then post the open position and schedule interviews with any candidates meeting the minimum eligibility requirements of the position.

In situations where more than three names appear on the eligibility list, the Library will offer to interview at least three people from the list.

Interviews for all positions will be conducted by a minimum of two Library employees or trustees. At least one interviewer must provide supervision, either direct or administrative capacity, for the open position.

The Library will follow the same format, including asking the same questions, for all interviews conducted for a specific open position. Additional questions may be asked of individual candidates for purposes of clarifying or elaborating on responses to questions. Interview questions and corresponding written responses from applicants for open positions will be filed for one year.

Candidates whose names appear on the List of Eligibles and are not selected will be notified by the Library.

## **Hiring**

Upon selection of the preferred candidate, the Library will contact the candidate by phone to offer the position. The Library will then mail a copy of a hiring letter, to include at least the following information, to the candidate:

- Salary/wage rate
- Information on where to access Personnel Policy
- Start date
- Work schedule
- Supervisor's name
- Length of probationary period or information regarding provisional employment status

A new employee must bring a signed copy of the Hiring Letter to the Library on or before their start date.

New employees will meet with the Finance Clerk and/or the Library Director within two weeks following their start date to review all necessary employment paperwork. New employees are expected to complete all required paperwork in a timely manner. Failure to do so may result in a delay of benefits or disciplinary action.

Every position shall have a job description matching the job description used by Ontario County. A copy of the job description shall be given to the employee. Within 90 days following an employee's start date, they will be given a copy of their Professional Development Plan, which includes specific tasks and goals of their position, and Library Code of Service.

## **Probationary Evaluation**

During an employee's probationary period, the Library reserves the right to dismiss the employee in accordance with all applicable Civil Service regulations. The Library will conduct a minimum of one disciplinary meeting between the employee and their supervisor and the Library Director before reaching any determinations regarding dismissal.

Employees on probation who are absent without authorization, explanation, or contact for two consecutive scheduled days of work will be considered to have abandoned their job and will be subject to immediate removal from their position by the Director or the Library's Board of Trustees.

At the end of the employee's probationary period, the employee's supervisor and the Director, if different, will conduct an evaluation of the employee's performance.

## **Promotion**

Any employee wishing to be promoted to a new position within the Library must follow applicable Civil Service restrictions as well as adhere to the procedures noted in the advertisement and interview sections above.

### **Rate of Pay/Benefits**

An employee's rate of pay will be determined by the salary/wage range as noted on the Civil Service examination and on their commensurate experience. Employee benefits will be determined by the employee's specific position in accordance with the Library's Personnel Policy.

Adopted by the Board of Trustees: March 30, 2016

Amended by the Board of Trustees: 1/25/2017, 1/31/2018