

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

P - 1 Appointments

Adopted by the Library Board of Trustees, December 12, 2017

Employment at Helen M. Plum Memorial Library is strictly “at-will”. This means that all employment is on an at-will basis which allows the employment to be terminated at any time, with or without cause, by either the employee or the Library. Nothing in this manual or Library Policies provides any employee with a right to continued employment. An employee does not have an employment contract.

All appointments to the staff must be approved by the Library Director according to a formal job description and salary administration plan.

Appointments will be based on merit according to education, training, experience and personal qualifications of the applicant and the requirements of the job.

The Library does not discriminate in employment opportunities or practices or any characteristic protected by federal equal opportunity and the Illinois State human rights laws.

The Library provides accommodations in all employment practices in accordance with the Americans with Disabilities Law.

Each staff position is assigned a total number of work hours by the Director.

When vacancies occur, jobs will be posted internally and if needed will be posted externally at the discretion of the supervisor. However, individual employees may be granted more or less hours, including being made full-time, by their supervisor, within one department without the position being posted to the rest of the Library staff.

All new appointments shall be in a training period for the first six months. During this period, each new employee will receive a written evaluation at three months and six months of employment. If the evaluation is unsatisfactory at any time during the training period, the employment will be terminated at that time.

After the first twelve months of employment or promotion, an annual written evaluation will be presented to the employee to be signed by the employee, the supervisor, and the Director and placed in the employee’s file.

Members of the Board of Trustees and their relatives may not be appointed to the staff.

Relatives of persons currently employed by the Library may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the Library. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Library employees cannot be transferred into such a reporting relationship.

A relative is defined as a mother, father, son, daughter, husband, wife, brother, sister, grandparent, grandchild, in-law, aunt, uncle, or a person who makes his or her home with the person.

The Library does not hire anyone under the age of 16.