

## **CHAPTER 2: HIRING AND EMPLOYMENT POLICIES**

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### ***2.01 Library Executive Director***

The Executive Director is appointed by the Board of Trustees and serves at its pleasure. The Executive Director is responsible for the employment and termination of all personnel according to the policies established by the Board of Trustees.

### ***2.02 Prohibition of Discrimination***

The Spokane County Library District is an Equal Opportunity Employer. All terms, conditions, and privileges of employment, including hiring, promotions, transfers, compensation, benefits, layoff, discipline, and work assignments in the Library District shall be made without regard to race; color; religion; sex; sexual orientation; marital status; national origin; age; genetic information, disability; honorably discharged veteran or military status; or any other classification protected under federal, state, or local law.

### ***2.03 Authorization to Work in the United States***

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

### ***2.04 Hire Reporting Requirements***

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and state RCW 26.23.040 requiring all new hires or rehires be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

### ***2.05 Background Check***

A mandatory disclosure form will be required from applicants and a Request for Criminal History information will be performed as required by state law (RCW 43.43.830-845) for positions that may require employees to have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults.

A credit check may be conducted for positions having access to the District's finances. Credit checks must be performed in accordance with the requirements of state law. See RCW 19.182.020.

The Human Resources Manager, Business Manager, and the appropriate Manager or Executive Director shall review information received as part of the background inquiry that is relevant to the position before making a recommendation to hire an applicant.

### ***2.06 Hiring Procedure***

The Executive Director is responsible for developing and implementing a hiring procedure conforming to the policies established by the Board of Trustees.

### ***2.07 Nature of Employment***

All employees of the Spokane County Library District are hired for an indefinite period of time. Although the District hopes the employment relationship will be long term, it recognizes that not all things work out as planned, and that the employee or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the

Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to these policies.

These Personnel Policies do not constitute a contract between the District or its representatives and any employee. Spokane County Library District may modify any of these Policies at any time without prior notice.

### **2.08 Identification Badges**

Photo identification badges shall be issued to new employees. ID badges should be worn at all times while an employee is on duty, working in a District facility, or while providing library services to customers at other facilities such as schools, child care centers, or retirement homes.

Along with a photograph, the employee ID badge will include:

- For District managers and supervisors, their first and last names, official title, and primary work location.
- All other staff members' ID badges will have their first name only and their primary work location.
- The Human Resources Office is responsible for issuing photo ID badges; managers and supervisors may issue non-photo volunteer badges.
- Employees will have their badges replaced when badge information is no longer accurate due to a name or position change; the badge is damaged or lost, or as needed for a variety of other factors.
- ID badges must be surrendered upon termination of employment.

### **2.09 Access to Personnel Files**

For each employee, a file containing documents related to employment history, including performance evaluations shall be maintained.

Personnel files of employees who have left Library District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Personnel files shall be kept in the District's Human Resources Office. Access is restricted to the employee, the employee's supervisor, the Human Resources Manager, the Executive Director, and only those staff authorized by the Executive Director to maintain the files and to use them for hiring, statistical information, and related purposes.

With prior notice, an employee may examine his/her file in the Human Resources Office during regular office hours with a Human Resources staff member present. Files may not be removed from the Human Resources Office unless authorized by the Executive Director or Human Resources Manager.

No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

Inactive personnel files are not immediately accessible. With prior notice, a former employee may examine his/her file in the Human Resources Office during regular office hours with a Human Resources staff member present. Files may be examined only in the Human Resources Office, unless another administrative office's location is authorized, and only in the presence of authorized staff.

Files are available only to the former employee and those staff authorized by the Executive Director or Human Resources Manager to maintain the files and to use them for position application, reference, statistical information, and related purposes.

### ***2.10 Medical Information/Background Investigation***

All personnel records containing information about an employee or applicant's health, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background investigation will be kept in a separate and confidential file.

Only staff authorized by the Executive Director or Human Resources Manager may access medical and background investigation records, unless otherwise required by law. Such information may also be made available to relevant government officials and insurance companies with proper authorization.

An employee may request and obtain photocopies of his/her personnel file contents from the Human Resources Manager or designee. Photocopying must be done by authorized staff. If it is not possible to photocopy requested items at the time of the request, they should be available no later than the close of the following business day. There may be a reasonable charge for photocopies.

### ***2.11 Employment Verifications/Reference Checks***

To ensure that information about former and current employees is given out in a uniform and proper manner, no employee may release information, verbally or otherwise, about current or former employees unless authorized to do so. All requests for employee information must be referred to the Human Resources office or Executive Director.

Reference inquiries will be managed as indicated below.

**Current and Former Employees.** The Human Resources Manager and/or the Executive Director may release information as follows:

- **Telephone and Written Reference Checks.** The Human Resources Manager or designee will verify dates of employment, job title and duties, and salary. If other information is requested, the requesting agency will be advised to submit a written request by mail or fax, which must include a signed authorization from the employee to release the requested information. Reference information provided should be limited to (a) the employee's ability to perform his or her job; (b) the diligence, skill, or reliability with which the employee carried out the duties of his or her job; and/or (c) any illegal or wrongful act committed by the employee if related to the duties of his or her job.
- **Verification of Employment.** The Human Resources Manager or designee will verify employment of an employee if the employee has a signed "Employee Authorization" form in the personnel file or the requesting agency mails or faxes a signed authorization from the employee releasing such information.

A log of reference checks and employment verification inquiries will be retained in the personnel file of the individual employee or former employee for at least two years from the date of release and will include:

- Employee name
- Date of request
- Name of person, organization, and telephone number requesting information
- Verification of signed employee authorization and/or reference instruction forms

- Summary of information provided if more than date of employment, position held, last salary
- Initials of individual providing the information

### **2.12 *Government and Other Official Inquiries and Public Records Act Requests.***

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Manager and/or the Executive Director for review and handling. Upon the advice of legal counsel, the Human Resources Manager and/or Executive Director may release information about a current or former employee that is deemed appropriate.

### **2.13 *Trial Period***

A new employee may not use accrued vacation leave until successful completion of the trial period. In addition, during the trial period, a new employee may not take a leave of absence except as approved by the employee's manager or Executive Director. If a leave of absence is approved, the trial period may be extended by the length of the leave of absence.

A current employee, serving a trial period due to transfer or promotion, is eligible to use accrued vacation leave and/or request a leave of absence.

An employee who is transferred to a position with substantially different duties but within the same classification, or who is promoted to a position with a higher classification, must serve a trial period. An employee who is demoted, or who voluntarily transfers to a position with a lower classification, may be required to serve a trial period.

Upon successful completion of the trial period, the employee will move to regular status. The successful completion of the trial period should not be construed as creating a contract or guaranteeing employment for any specific duration. Once an employee has achieved regular employment status they are eligible to compete for other positions within the District for which they are qualified.

### **2.14 *Acting Appointment***

An acting appointment is the short-term assignment of a current employee to an open position, who is assigned to "act" in the place of a regular appointment. An acting appointment must be authorized by the Executive Director.

An employee accepting an acting appointment to a position within their same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification shall be placed at the step of the corresponding salary grade which represents at least a five (5) percent increase. Benefits will be adjusted as appropriate.

Normal District hiring procedures need not be followed in temporarily assigning an employee to an "acting" position.

An employee temporarily assigned to a position with a higher classification, or different job title, shall have performance reviews at 2 and 6 months.

An acting assignment does not affect the employee's anniversary date or ability to use accrued leave.

At the end of the acting appointment, the employee will resume his/her previous position at its current salary and benefit level.

### **2.15 Temporary Employment**

Temporary employment is a limited-term appointment of an individual to fill a position which is temporarily vacant or to meet a staffing need for a designated time period not to exceed one year due to special projects, abnormal workloads, or emergencies. Temporary employment does not normally lead to regular employment.

A temporary appointment to meet a non-budgeted staffing need must be approved in advance by the Executive Director and may only be extended beyond the designated time period by the Executive Director.

Normal District hiring procedures need not be followed in hiring temporary employees with the exception of mandatory criminal background checks.

A temporary employee may be either part-time or full-time; exempt or non-exempt; and may receive the normal rate of pay for the position, as well as any benefits required by law.

A temporary employee hired for 3-6 months in a 20-40 hour per week position may:

- accrue and use sick leave
- be eligible for holiday leave
- participate in the Public Employees Retirement System, if hired into an eligible position.

A temporary employee hired for six months or more, or whose position is extended beyond six months, may accrue vacation leave, and be eligible to receive all employee benefits appropriate to the position, provided that the employment remains temporary.

At the completion of the temporary appointment or one year, whichever comes first, the position should be reevaluated to determine whether or not to make it a regular position. Only the Executive Director may approve moving the position and/or temporary employee to regular status.

A temporary employee, employed less than six (6) months, may be terminated without cause after being given five (5) business days' notice prior to the effective date of termination or pay in lieu of notice.

### **2.16 Transfers**

If necessary for efficient operations, the District may involuntarily transfer an employee to the same position at a different location, or a different position within the same classification, at the same or different location. An employee so transferred may be required to serve a trial period as a condition of transfer. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

An employee may request a transfer to a vacant position that is the same as that currently held but reports to a different supervisor. The employee must obtain approval for the transfer from the vacant position's supervisor. The supervisor may accept an employee's transfer request at his/her discretion.

A current employee may also voluntarily apply and compete for a vacant position that is the same as that currently held, but in a different location, or with a different work schedule, or to a different position within the same classification, and if selected, be transferred to that position.

A transfer to the same position title does not require a trial period. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

A transfer to a different position title, but within the same classification, does require the employee to serve a trial period. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

### **2.17 Promotions**

Current District employees are encouraged to apply for positions of a higher classification for which they are qualified. Where appropriate, recognition of current experience with the District may be used when evaluating their applications against outside applicants.

A current employee receiving a promotion shall serve a trial period as provided in section 2.13 of this Manual.

### **2.18 Demotions**

Circumstances under which an employee's position classification and/or salary grade may be involuntarily reduced include, but are not limited to:

- A change in duties requiring a downward reclassification.
- Transfer of an employee to a different position of a lower classification, at the same or different location, due to reorganization, reduction in force, or other factors.

An employee so demoted retains regular employment status and is not required to serve a trial period.

An employee may voluntarily apply for a position at a lower classification, or request a transfer to a position at a lower classification. An employee who voluntarily demotes will retain regular employment status and is not required to serve a trial period.

### **2.19 Employment of Immediate Family Members**

It is the District's policy not to hire, transfer or promote employees who are immediate family members into situations where the possibility of favoritism or conflict of interest might exist. For purpose of this policy, immediate family members include: spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, or other members of an employee's immediate household.

Applicants will not be hired nor employees promoted or transferred into the same library, department or job under the following situations:

- When one party would have authority to supervise, promote, terminate or discipline the other.
- When one party would handle confidential material that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other; or
- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

## **2.20 Flextime**

**Work schedule window.** The Executive Director shall approve a window of days and hours during which employees may schedule a flexible schedule, which may vary by facility. This window should consider employee safety and security issues.

**Core time.** Supervisors may establish work hours when all employees in the department/library should be present unless on approved leave.

**Workweek.** Employees are responsible for working their assigned hours each week, unless on approved leave. Hourly nonexempt employees are not authorized to work more than forty hours in any week unless they are approved for overtime.

**Eligibility.** Flextime is not appropriate or feasible for all positions, libraries, or departments. Eligibility for flextime should depend upon an assessment of whether an employee's proposed work schedule would enable the employee to fully meet performance expectations. Employees must obtain prior approval from a supervisor before working a flexible work schedule. Employees in the trial period are required to work during the standard hours for the department or library.

**Approval.** Flextime is extended as a privilege, the continuation of which depends on employee's meeting all performance expectations while on the new schedule. The manager/supervisor must approve flexible schedules, including any schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library. Flextime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not performing adequately or the employee's flextime does not suit the position, the department, or the library.

## **2.21 Job Sharing**

Job sharing is an arrangement where two part-time employees share the duties and responsibilities of one position with pay and benefits prorated according to the number of hours each employee works on a regular basis.

The manager/supervisor must approve the request for job sharing, including each employee's standard work schedule. This schedule may vary by library and/or department and position. Employees are responsible for working their assigned hours unless on approved leave.

**Eligibility.** Job sharing is not appropriate or feasible for all positions, libraries, or departments. Eligibility for job sharing should depend upon an assessment of whether the employees' proposed work schedules would enable the employees to fully meet performance and productivity expectations.

**Approval.** Job sharing is extended as a privilege, the continuation of which depends on the employees meeting all job expectations. The manager/supervisor must approve schedule changes, the frequency with which employees can change schedules and the coordination of schedules. The job sharing arrangement may be modified or terminated at the discretion of management if, in management's opinion, employees are not performing adequately or the arrangement does not suit the position, the department, or the library.