

Schuylkill Valley Community Library Hiring Policy

Purpose

- A. It is the policy of the Schuylkill Valley Community Library to recruit, hire, train and promote employees on the basis of qualifications and without discrimination because of race, religion, color, political affiliation, disability, national origin, sex, gender, or age.
- B. The recruitment goal for the library is to find and hire those persons who are most likely to become productive and satisfied employees over a long period of time.
- C. Applicants whose qualifications best match the requirements of a position are interviewed by the library director whether that candidate is a current employee or another applicant. In the case of hiring a library director, the board of directors will interview potential candidates.
- D. All applicants for a position, whether current employees or individuals seeking employment, are required to complete all steps of the hiring process for that position.

II. Criminal and Child Abuse Check

- A. All offers of employment are made contingent upon the applicant being able to provide the appropriate current criminal and child abuse clearances as required by law.
 1. A report of criminal history record from the Pennsylvania State Police.
 - a. For applicants who are 17 year of age or younger, the Pennsylvania State Police may not maintain criminal information. However, Pennsylvania law requires criminal history record checks on all prospective employees. Therefore, a criminal record check will be requested and a report of “no information available” will be considered compliant.
 2. A clearance from the Department of Human Services as to whether the applicant is named in the Pennsylvania statewide database as the alleged perpetrator of a pending child abuse investigation or as a perpetrator of a founded report/indicted report.
 3. A Federal (FBI) criminal history record information check. The applicant will submit a full set of fingerprints in a manner prescribed by the Pennsylvania Department of Human Services or the Department of Education
- B. Clearances obtained in order to serve as a volunteer may not be used for employment purposes.

III. Procedure

- A. The Schuylkill Valley Community Library shall seek out qualified applicants through a variety of recruiting sources.

A. Approval of Openings and Candidates

1. Any position that will result in an increase in the overhead burden of the SVCL must be approved by the board of directors.

IV. Considerations for filling a new position shall include qualifications and experience level required for the position, as well as results of reference checks. Job Offers

- A. Offers shall be made in writing and signed by the library director. In the case of hiring a new library director, the board of directors will make offers in writing to potential candidates.

- A. Special agreements on conditions for employment, such as agreements for early salary reviews, special benefits, or subsequent promotions to another position shall not be made unless authorized by the board of directors.
- B. Employment offer letters shall be kept confidential.
- C. A copy of the signed offer letter will be placed in the individual's personnel file.
- D. In no case shall an applicant be hired where the Department of Human Services has verified that the applicant is named in the central register as the perpetrator of a founded report of child abuse.
- E. An employment offer may be made to an applicant with a criminal record with board approval after consideration regarding the nature of the crime, the remoteness of the crime, and the nature of the employment position.

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