

Clark County Law Library Hiring Policy

Purpose

The purpose of this Hiring Policy is to clarify the general framework of hiring and employment decisions. It is not intended to limit the ability of the Board to expand upon or change the terms of this policy at any time.

At Will Employment

This Policy does not constitute an express or implied contract of employment. The employee may terminate his or her employment at any time. The Library also may terminate the employee's employment at any time, with or without cause. Except as otherwise provided by law, all employment is "at-will." The Library reserves the unilateral right to change, withdraw or add to these policies at any time.

Equal Employment Opportunities

The Clark County Law Library provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law.

Employee Responsibilities

Job responsibilities may change at any time during the term of employment and staff may be asked from time to time to work on special projects or to assist with other work necessary or important to the operation of the Library. Staff cooperation and assistance in performing such additional work is expected. The Library reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Americans with Disabilities Act

Employment opportunities with the Library are based on the individual's ability to do the job. It is our goal to make reasonable accommodations when necessary to aid the employment and advancement of disabled workers who are qualified to perform essential job functions.

A qualified employee with a disability is encouraged to request an accommodation if needed to perform the job tasks more effectively.

Nepotism

It is the Library's policy that relatives of persons currently employed by Library may not be hired unless given Board approval. For the purpose of this policy, a relative is defined to include spouse, parent, sister, brother, child, grandchild, stepparent, stepchild, stepsister, stepbrother, or the spouse's immediate family.

This policy also applies to individuals who are not legally related but who reside with another employee and to Library Trustee relatives as defined because of a Trustees' role in ratifying hiring and approving salaries and job descriptions.

Recruitment

The Library seeks out qualified applicants through a variety of recruiting sources including community organizations and educational institutions. Advertisements may also be placed with online services such as newspapers and job search sites.

Hiring and Supervision

The Librarian shall appoint, specify, and supervise the duties of all other employees and volunteers of the Library in accordance with the personnel complement approved by the Board. The Librarian shall notify the Board about all hiring decisions. The Board reserves the right to make any decision regarding appointing employees and volunteers, and specifying and supervising their duties.

Notes

This policy was derived based on RCW 42.24.180.

Approved by the board on September 22, 2014; modified on 2/26/18.