



## Hiring Policy

The Geneva Public Library (“the Library”) maintains this 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.

The Board of Trustees (“the Board”) creates all positions and provides the Executive Director the authority to make appointments. The Board approves all appointments. Positions may be created as permanent and indeterminate length or temporary and determinate length.

### **1. Equal Employment Opportunity**

The Library provides equal employment opportunities to all persons in personnel matters. The Library 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 Geneva Public Library complies with the Americans with Disabilities Act (ADA) and New York State Human Rights Laws, which make it unlawful to discriminate in employment against a qualified individual with a disability. The Library prohibits discrimination against employees and applicants with disabilities in all aspects of employment. Our Library’s commitment to this policy includes making reasonable accommodations to otherwise qualified persons with disabilities to enable them to perform the essential functions of their jobs unless doing so would pose an undue hardship on the Library, would pose a direct threat of substantial harm to the employee or others, or is otherwise not required by applicable law.

## **2. Civil Service**

Library employees are public employees and, as such, are subject to civil service requirements. The Ontario County Department of Human Resources administers civil service for the Library, including collecting and 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. Complete Civil Service Rules are available on the [Ontario County Department of Human Resources website](#).

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.

Those with temporary and provisional appointments are not provided the same protections under civil service law as 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 those appointed to these positions 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 an appointment to the position. Those appointed provisionally to a competitive position receive all eligible benefits described in the Employee Handbook.

### **2.1 Probationary Appointment**

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 applicable benefits described in the Employee Handbook.

During an employee's probationary period, the Library reserves the right to dismiss the employee in accordance with Civil Service regulations. The Library will conduct a minimum of one disciplinary meeting between the employee, their supervisor, and the

Executive Director before reaching any determinations regarding dismissal.

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

### **3. Advertising and Recruitment**

All employment opportunities are listed on the Library's website. 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 OWWL Library System, the Rochester Regional Library Council, community organizations, and educational institutions.

Pending approval by the Library's Personnel Committee or the Board, fee-based advertisements for the Executive Director position may also be placed in local newspapers and online services.

### **4. 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.

### **5. Testing**

Eligibility for competitive positions within the Library is based on testing administered by Ontario County Civil Service. 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.

### **6. 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 Board Trustees. At least one interviewer must be a supervisor, either direct or in an administrative capacity, for the open position.

The Library will follow the same interview format 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 any written responses received from applicants for open positions will be filed for one year.

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

## **7. Hiring**

Upon selection of the preferred candidate, the Library will contact the candidate by phone to offer the position. If the candidate accepts, the Library will then provide a copy of a hiring letter, including at least the following information, to the candidate:

- Job title;
- Salary/wage rate;
- Direct supervisor's name;
- Start date and training plan;
- Working hours;
- A digital copy of the Employee Handbook;
- Length of the 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 within three business days 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.

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.

## **8. 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.

## **9. 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 Employee Handbook.

**Adopted by the Board of Trustees:** March 30, 2016

**Amended by the Board of Trustees:** 1/25/2017, 1/31/2018, 1/30/2019, 1/26/2022, 2/22/2023, 1/24/2024, 1/29/2025

**Reviewed by the Policy Review Committee:** 1/9/2025