

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 201

Subject: Hiring Procedure

1. The Crawford County Library Board of Trustees, in accordance with State of Michigan Public Act 24 of 1989, Section 397.182, "A Board may (c) Appoint and remove a librarian and necessary assistants, and fix their compensation." In meeting the needs of the library, selection of staff members shall be based on qualifications and credentials.
2. The Board will, prior to commencement of recruitment activities, agree upon a job classification, description, and salary range for a given staff position.
3. An employer shall not fail or refuse to hire, or recruit or discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term condition, or privilege of employment, because of religion, race, color, national origin, age, sex, height, weight, or marital status.
4. New employees normally receive the starting salary for their job classification. Pay proposals above the starting rate require approval by the Board.
5. The Director has the delegated authority from the Board to fill all existing vacancies of positions reporting to the Director.
6. The Director will inform the Library Board of all new hires, and the Board reserves the right to give final approval of the hiring.
7. The Crawford County Library is an "at will" employer.

ADOPTED: March 13, 2001

REVIEWED: May 28, 2002; November 9, 2006

AMENDED: December 14, 2006

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