



EMPLOYMENT PRACTICE POLICY

*Approved by the Vista Grande Public Library Board of Directors –20-Apr-2010
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ADVERTISING

As an equal opportunity employer, VGPL advertises any paid position in the State Library publications or website, local newspapers, and on the VGPL website. The advertisements and posting includes a closing date for applications. Advertising in other media is also considered.

POSITION DESCRIPTIONS

VGPL's Board of Directors approves all Position Descriptions before any advertising, interviewing or hiring occurs. All Position Descriptions will be included in the Employment Policies and Practices. Each position description is to specify the position title, summary of responsibilities, essential responsibilities, supervisory authority, special working conditions, minimum qualifications, reporting relationships and other information deemed relevant.

SCREENING, INTERVIEWING AND HIRING

The Executive Committee reviews all applications and contacts candidates selected for an interview. The Executive Committee may appoint a committee to interview the candidates, present the job description, and discuss terms of employment. Guidelines for interviewing are provided. The committee is to contact at least two (2)

references for each finalist candidate and make a recommendation to the Executive Committee. The Executive Committee subsequently presents a candidate for the position to the Board of Directors for approval.

ORIENTATION

The Executive Committee and the Library Director (for staff) has responsibility for providing the new employee an orientation that includes: VGPL Vision, Mission, Goals, Policies and Practices, employee requirements regarding documents for employment file, payroll and time sheets, Board meeting schedule, job duties, and other information deemed appropriate.

WAGE COMPENSATION

Employees must submit a signed time sheet to the Treasurer according to determined payroll schedule to receive wages.

EVALUATION

All employees are evaluated at the end of three (3) months and then on an annual basis from date of hire. The Executive Committee conducts the performance evaluation of the Library Director based on responsibilities stated in the Position Description and submits a report to the Board. The Library Director is responsible for conducting performance evaluations of other staff based on responsibilities stated in the appropriate Performance Description and submits a report to the Executive Committee. The Board of Directors considers potential pay increases based on employee performance reviews and availability of funds.

RESIGNATION/TERMINATION

New Mexico is an "Employment-at-Will" state which means that either the employee or employer can terminate the position at any time; however, when possible VGPL requests nonexempt staff give two weeks' notice and exempt staff give four weeks' notice.

EMPLOYMENT FILES

Applications for all positions are retained for one year. Employee files are kept in a locked file and accessible to the Executive Committee only. Each employee file will contain a resume and/or application, position description and terms of employment date of hire, completed I-9 and W4

forms, original probationary and annual evaluations, any changes in wage and benefits, record of disciplinary action or warnings, termination/resignation date and reason. Files are retained for three years after termination of employment.

Ref: Guidelines for Interviewing