

# *North Olympic Library System*

***Policy 2-11 Employment Policy*** Adopted by NOLS Board of Trustees, July 21, 1988  
Last revision: 3-24-2004

## A. POLICY STATEMENT

The Library recognizes that highly qualified employees are of primary importance in providing quality library services to the public.

## B. BASIC PROVISIONS

1. Recruitment, selection and placement of staff members shall be accomplished in a uniform manner.
2. An "Application for Employment" form shall be issued to any person making a request.
3. In the event a qualified staff member has applied for the position vacancy, a reasonable effort will be made to consider the staff member to fill the position vacancy.
4. Only the Director or Administrative Services Manager shall extend offers of employment. Such offers shall be made in writing.
5. Either the Library or the employee may terminate the association without prejudice during the orientation period.
6. The Library may utilize the services of temporary and substitute employees, provided that such utilization does not displace any current member of the bargaining unit or reduce hours of work of current Employees.
7. The Library may utilize Volunteers to supplement library services, provided that Volunteer utilization does not displace any current member of the bargaining unit or reduce hours of work of current Employees.

## C. ADMINISTRATION

The Library Director shall be responsible for the administration of the Employment Policy.