

HIRING/TERMINATION POLICY

Columbia County Rural Library District is an Equal Employment Opportunity Employer. The County Library District does not discriminate against any person in the performance of any of its obligations on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status, or the presence of any disability. Existing permanent full-time or permanent part-time employees of Columbia County Rural Library District, who meet the qualifications, will be given first consideration for an open position before the position is advertised to the public. If after two weeks, no internal candidate has applied for the position, the position will be opened to the public at large and advertised.

a. APPOINTMENT

- 1) The Columbia County Rural Library District Board of Trustees approves the appointment for Director as per R.C.W. 27.12.210.
- 2) All other staff appointments are approved by the Director and confirmed by the Library District Board of Trustees.
- 3) All appointments are made on merit with due attention given to educational and technical qualifications, suitability, and aptitude for the position.
- 4) The first six months of employment is an introductory/probationary period. An employee's work is reviewed by the Director and evaluated in writing periodically. In the absence of written evaluations, the employee's work is considered satisfactory.
- 5) All re-employed personnel whose continuous service has been broken by termination shall be considered as new employees.
- 6) The overall supervision of the work force is vested exclusively in the Director. The Director shall administer all matters not specifically covered in the personnel code, in accordance with policy.

b. DEMOTION OF CURRENT EMPLOYEE

Circumstances under which an employee's position classification and salary range may be reduced; include, but are not limited to:

- 1) A change in position duties requiring a downward reclassification;
- 2) Transfer of an employee to a different position of a lower classification at the same or at a different location due to reorganization or reduction in force;
- 3) Inability of employee to meet the demand of his/her position or the attitudes of employee towards others.

An employee so demoted retains regular employment status and is not required to serve an orientation/introductory period. If an employee is being compensated at a rate of pay higher than the top step of the salary scale range for the reclassified or new position, the employee's salary will be frozen at that level until the salary level for that position has increased to an amount greater than the existing salary.

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c. INTRODUCTORY/PROBATIONARY PERIOD

The first six months is an introductory or probationary period for any employee of the Columbia County Rural Library District. During the introductory/probationary period, the Director can terminate employees. During the introductory/probationary period personal leave is accumulated for any employee who works 25 hours or more. The employee cannot use personal leave time until he/she has six (6) months of continuous full-time employment in the library, except that three (3) days of personal leave may be used during the introductory/probationary period for illness or injury of the employee. Accumulated personal leave will not be paid if termination occurs during the introductory/probationary period. Said employee shall receive no compensation for any benefits that may have accrued during said period. The Director will notify employees failing the introductory/probationary period in writing.

A probationary employee is eligible for the Columbia County benefit package that includes medical, dental, vision, life insurance, Employee Assistance, and retirement. Retirement accrual begins on the first day of work if working over 70 hours per month. Medical, dental, vision, life, and employee assistance insurance begin the first day of the month if work is started on the first day of the month. If work is started on the second through the last day of the month; medical, dental, vision, life and employee assistance insurance will begin the first day of the following month. Medical insurance is on a pro-rated basis for employees working less than 38 hours per week, i.e., regular 38-40 hour position receives full employer paid medical benefits; 30-37 hour position receives seventy-five percent (75%) of full paid amount; and 25-29 hour position receives sixty percent (60%) of full paid amount carried out to the nearest dollar. *See original Resolution #2007-4 and amended Resolution 2008-9. See also Employee Handbook Chapter 4 under Medical Insurance.*

After successful completion of the introductory/probationary period, the employee's seniority and salary scale will be established from the date of hire. Any increase in compensation will be the first day of the following month that the probation was completed.

d. TEMPORARY EMPLOYMENT

Temporary employment is limited-term employment to fill a position, which is temporarily vacant or to fill a limited-term staffing need.

All temporary employment shall be for a time period specifically designated by the Director and may be extended beyond the designated time period only by the Director. Normal District hiring procedures need not be followed in hiring temporary employees as temporary employment does not lead to regular employment status.

Temporary employees appointed for less than six complete months will be evaluated after two months service to determine length of temporary employment. A

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temporary employee shall receive the normal rate of pay for the position and those employee benefits required by law.

Temporary employees whose position is extended beyond six months or hired for six months or more will receive all other employee benefits appropriate to the position.

A temporary employee may be terminated with or without cause and without the right of hearing, after being given one full day's notice prior to the effective date of termination or equal pay in lieu of notice. An employment termination may be done at the option of the District at a date other than that stated when the employee was originally hired.

e. TRANSFER OF PRESENT EMPLOYEE

- 1) If necessary, for the efficient operations, the Columbia County Rural Library District may transfer an employee to a different position of the same classification at the same or at a different location. An employee so transferred retains regular employment status, is not required to serve an orientation/introductory period, and receives the same rate of pay and employee benefits.
- 2) An employee may request a transfer to a vacant position that is the same as that held but in a different location or having a different work schedule, or to a different position within the same classification.
- 3) Any employee who transfers from one position to another without a bona fide break in service shall retain from the previous position all accumulated benefits (including but not limited to personal leave and health insurance).
- 4) Any compensatory time accrued prior to the interdepartmental transfer will be paid to the employee before the transfer takes effect.
- 5) A bona fide break means no lapse in employment with the Columbia County Rural Library District.

f. TERMINATION OF EMPLOYMENT

- 1) In the absence of a written agreement for a specific term of employment, employees are free to resign at any time.
- 2) Notice of Resignation
As a courtesy to Columbia County Rural Library District, it is requested that non-exempt or hourly employees give a two-week notice and exempt

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or salaried employees give 30-day notice. See *Personal Leave and Attendance Policy section 16* for Compensation Upon Termination.

- 3) The Columbia County Rural Library District retains the discretion to terminate employees for any reason determined appropriate and legal in management's judgment and for cause. RCW 27.12.210. For further information on termination of employment see *Employee Discipline and Termination Policy*
- 4) Employees must return all company property in their possession, including library credit cards, keys or other property before the date of termination.

HISTORY

Adopted July 9, 2009