

# ***Warren-Newport Public Library District***

## **Staff Manual**

### **116 Job Postings**

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The Warren-Newport Public Library District (WNPLD) believes in promoting from within when possible and is committed to employing the best candidates and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. WNPLD strives to ensure that all employees are aware of open positions and have the opportunity to apply for those for which they are qualified. Equal employment opportunity is provided to all applicants and employees.

In general, notices of all job openings are posted. WNPLD may occasionally elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so. These instances require the approval of the Executive Director.

Job openings will initially be posted on the employee bulletin board, in Paylocity, and on the WNPL website, and will normally remain open for 5 days before being posted for the public. Public postings will include sites that focus on attracting diverse candidates. All postings will be in both English and Spanish. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances. Each job posting notice will include the date of the posting, salary, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Employees may apply for any open position provided they meet the minimum requirements for the job and are able to perform the essential functions of the position, with or without reasonable accommodations.

To apply for an open position, an employee should apply online through the Paylocity Self Service portal and include a cover letter listing job-related skills and accomplishments. It should also describe how the employee's current experience with WNPLD, prior work experience, and/or education qualify the employee for the position. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

WNPLD recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and to advance within the library.