

**Commented [NN1]:** Change after Board approves

3 PERSONNEL  
3.1 Employment  
3.1.3 Definition of Full-time

Full-time employees are employees who work 40 hours per week (37.5 hours plus 2.5 hours for lunch breaks), generally on a five-day schedule.

3.1.4 Applications

All applicants for positions at the Carmel Clay Public Library will be required to complete an application form supplied by the Library. References will be required for final consideration of any application. Transcripts may be requested.

Resumes must accompany all applications for positions in Classifications 5 through 10.

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3.1.5 Criminal History Check

Criminal history and background checks are conducted to promote a safe work environment; to protect organizational assets such as people, property and information; and to ascertain candidates' suitability for employment.

All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. Having a criminal history or criminal conviction will not automatically preclude employment. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis.

The library will reimburse prospective employees for the cost of a criminal history check obtained pursuant to the procedures specified by the Library.

Employees not subject to or hired prior to the effective date of this policy may be required to undergo a criminal history check as a condition of being promoted or transferred.

3.1.6 Appointments

The Library Director and Assistant Director will be appointed by the Board of Trustees. As stated in Article VI of the Bylaws, "The director as the administrative head of the library, is responsible to the Board for the operation and management of the Library, per IC 36-12-2-24(a)."

The director shall employ such additional staff as may be necessary to carry out the mission of the Carmel Clay Public Library. Appointments of other staff do not require approval by the Board of Trustees as long as the position, hours, pay and benefits are within the personnel budget adopted by the Board. A list of all newly-hired or promoted staff will be provided to the Board quarterly.

3.1.7 Advertisement of Staff Vacancies

Vacancies will be posted in the Library and may be posted and/or advertised externally.