** SELECTION AND SEPARATION**

**Policy**

**SELECTION**

**Recruitment**

1. **Job Postings**

In the event the Library desires to fill a full-time or a part-time position vacancy, one of the following procedures (or a combination of procedures) shall be followed. In the event of immediate need, the Library reserves the right to fill the vacancy on a temporary basis pending completion of the appointment process.

1. Internal Posting - Notice of job vacancies may be posted for a period of 14 calendar days, setting forth the minimum requirements for the position. Interested employees shall apply in writing within the 14 calendar day period.
2. External Posting - When vacancies occur, the Library may seek candidates from other outside sources in an effort to ensure that the vacancy is filled by the best qualified person available.
3. Employer Assignment - The Library may make work assignments, transfer employees, fill temporary or permanent, full-time or part-time positions and/or additional work hours to current staff members.

The Library reserves the right to administer written and/or oral examinations as it deems appropriate.

In filling a vacancy, the Library will consider, among other things, the candidates education, training and experience, the candidates qualifications for the job, the candidates ability on their present jobs, the candidates responsibility, conduct, punctuality and attendance, the candidates promise of future development and the candidates working relationships with existing staff. If, in the opinion of the Library, two or more candidates are suitable for the position and are equal considering all of the factors, then prior service may be used to determine who is selected for the position.

1. **Job Descriptions**
2. Job descriptions will be in a standardized format and generated by Library Administration with departmental input.
3. Directors and hiring managers may review the job descriptions before positions are posted. Any changes must be approved by the Director.
4. In order for a position to be posted, a current job description must be on file.
5. **Job Advertisements**
6. All open positions will be posted and advertised for.
7. Jobs will be posted at a minimum on the Library website and City of Novi website, unless internal posting. At the request of the hiring manager, jobs will be posted on additional sites. Any expense incurred by these postings may be the responsibility of the individual department.
8. At the close of the 10 day period (or approved timeframe) Library Administration will remove all job postings and submit the applications meeting the minimum requirements of the position to the hiring manager.
9. In the event we do not receive enough qualified applications to schedule interviews, Library Administration will contact the hiring manager to determine an adequate timeline for reposting, including a closing date.

**Application Process**

1. Library Administration will receive all resumes and applications. If applications are submitted to any other department, they must then be forwarded to Library Administration for consideration and tracking.
2. Library Administration will forward all applications to the hiring manager that meet the minimum qualifications of the job posting after the posting has been live for 10 business days (or the expiration of the agreed upon timeframe). Any exception to this timeline must be approved by the Library Director.

**Interviews**

1. **Scheduling Interviews**
2. The hiring manger will have the discretion of whom they would like to interview based on the qualified applicants submitted to them.
3. Qualified internal candidates will always be interviewed.
4. Library Administration will schedule all interviews and notify the hiring manager and interview participants through an appointment.
5. An initial phone screening may take place at the hiring manger’s discretion. Library Administration would schedule and be present for all phone interviews.
6. A representative from Library Administration will participate in all interviews. A maximum of 4 other people (including the hiring manager) may participate.
7. A minimum of 2 and maximum of 8 applicants will be interviewed during first round interviews. If there is a large pool of qualified applicants, a second day of round one interviews may be necessary.
8. Second interviews may be deemed appropriate to narrow down candidates from round one interviews.
9. If round one or two interviews do not yield an offer, the position will remain posted for another ten business days and the application and interview process will start again. Contact from Library Administration to the hiring manager will take place at the close of ten business days.
10. **Conducting Interviews**
11. General questions and procedures will be provided by Library Administration to ensure compliance with all Equal Employment Opportunity Commission Laws and Regulations.
12. All department specific questions will be provided to Library Administration for approval at least 24 hours prior to the interview.
13. Any pre-employment testing the department would like to include in the interview/selection process must be reviewed and approved by Library Administration prior to the scheduling of interviews for that position.
14. Library Administration will open up all interviews with an explanation of the process, the hiring manager can describe the position and then questions will proceed.
15. Library Administration will close the interview with a timeline for the applicant to expect a response.

**Offers of Employment**

1. **Offer Letters**
2. Offer/Hire letters will be generated by Library Administration. The Offer/Hire letter must include all the necessary information for a Personnel Action Form to be generated within 24 hours by Library Administration and submitted to the City of Novi Human Resource Department.
3. Job titles are assigned by the Library Administration. The titles reflected in offer letters will be the same as the position posted and job description to support that posting.
4. If a department would like to add a position or change a title this must first be approved by the Library Director in order to have consistent reporting for Library Administration.
5. **Pay Rates**
6. Rates of pay are established by extensive research and salary studies by Library Administration. All positions posed will be within established salary grades and pay scales.

**SEPARATION**

**Notice Requirements**

1. It is expected that Director/Management level positions provide a minimum of a 4 week working notice. Employee should submit a written resignation, which includes the last day to be worked, which will be placed in his or her personnel file.
2. All employees are expected to give a minimum of a 2 week working notice. Employee should submit a written resignation, which includes the last day to be worked, which will be placed in his or her personnel file.
3. If an employee decides to withdraw an already submitted and accepted resignation, it will be up to the Supervisor’s discretion whether or not to allow the withdrawal.
4. As a professional courtesy and standard, it is expected the employee will provide the above outlined notice of separation. If an employee provides less notice than is recommended, the employee may be deemed ineligible for rehire.
5. An employee shall be paid earned salary to the date on which employment terminates. Employees whose employment is terminated by the Library and resigning employees will be paid for accumulated but unused vacation time, but not for unused personal/sick days.
6. Health insurance coverage ceases on the day of separation from employment unless the employee elects COBRA. The separated employee has 30 days within which to elect COBRA and to make the first monthly payment.
7. In the event of a separation (retirement, resignation, termination) the employee may not use remaining vacation or personal time in lieu of actual time worked for service credits or to continue healthcare.
8. The Library does not have a severance pay policy and does not pay severance pay.

**Personnel Action Form Process**

1. Completed Personnel Action Forms to separate an employee should be submitted to City of Novi Human Resource Department (and dated with anticipated final day of work) within 24 hours of notification from employee to Library Administration of intended separation.
2. Once an employee has given a written resignation notice the Personnel Action Form should be completed, signed and forwarded to City of Novi, Human Resources. The promptness of this step will ensure a successful off-boarding process which includes: payroll and benefit management, exit interviews, equipment return, etc.
3. Library Administration will notify the Information Technology department of the employee’s anticipated separation.

**Exit Interviews**

1. Exit Interviews may be scheduled by Library Administration for the employee’s last week of employment or the first known date of the employee’s last day.
2. Exit interviews will be submitted to the Library Director, filed in employee’s file and may be shared with direct supervisor and department head.
3. The employee must return all Library phones, building keys, key card, desk keys and other Library property. The employee must pay all outstanding fines.
4. The employee must return this Handbook.

**Position Evaluation**

1. In anticipation of a position becoming available, the hiring manager will notify the Library Director of their desire to fill a position. This notice will be given to Library Administration following the resignation letter submission (for that position), or creation of a new position.
2. A determination to retain the position will be made by the Library Director.
3. If the position will be filled, the “Selection Process” begins.

NPL Employee Handbook: Approved February 17, 1992; Amended March 16, 2016

Signed:



Craig Messerknecht

President

Novi Public Library Board of Trustees