

# Chapter 3

## Employment Conditions

### Policy 3.1

#### ***EMPLOYEE RECRUITMENT AND SELECTION PROCESS***

When a position is to be filled in the System, the Director will invite all present members of the staff to apply. When a vacancy occurs that is not filled by existing staff, the Director will notify the Wyoming Employment Resources Center and advertise in appropriate publications.

Selection of staff members is based solely upon merit. The Director will first consider all present members of the staff who are eligible, qualified and interested in the position. Job openings are filled by qualified staff members when possible, but present staff members are not guaranteed the position for which they apply.

Applicants may be required to take a job-related test as a condition of being considered for employment. Interviews will include the Director (or Board in the case of hiring the Director) and the position's immediate supervisor. References may be checked with the permission of the applicant.

*Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03*

## Policy 3.2

### **ACKNOWLEDGING RECEIPT OF POLICY MANUAL**

Employees will be required to read and acknowledge their understanding of the contents of the current Personnel Policies Manual, their job description and employment at-will.

Since the information in the Personnel Policies Manual is necessarily subject to change as situations warrant, changes in the manual may supersede, revise, or eliminate one or more of the policies in this manual. Changes will be communicated by written notice and the employee is responsible for keeping informed of these changes.

A record of acknowledgement will be kept in the employee's personnel file. New employees will be required to have acknowledgement on file before receiving their first paycheck.

See Appendix for **Acknowledgment Form**

*Adopted/Revised: 1994, 1995, 1996, 1/21/03*

## Policy 3.3

### **JOB DESCRIPTIONS**

The System will maintain a written job description for all staff positions, both paid and volunteer. In the event new paid positions are created through expansion or reorganization, written job descriptions will be prepared by the Director and approved by the Board.

Each employee will be given a job description which must contain the following: title, summary of job duties, performance requirements, qualifications, attributes, immediate supervisor, employee signature, the Director's signature and date.

Although job descriptions are to be as detailed and explicit as possible, staff members may be required to perform related duties not specified in the job description. Major or long-term changes may necessitate rewriting the job description to reflect these changes.

See Appendix for **Job Description**

*Adopted: 1/21/03*

## Policy 3.4

### ***PERSONNEL RECORDS***

Consistent and up-to-date personnel records will be kept indefinitely for each employee. Each employee's individual personnel file is regarded as confidential information and is treated as such. Access to personnel files will be on a need-to-know basis.

Staff personnel files may contain the following items:

- Name, address, phone numbers, emergency contacts
- Application, resume and related materials
- Letters of appointment and acceptance
- Employment Eligibility Verification
- Authorization for insurance, other withholds
- Signed job description
- Record of Acknowledgement of Receipt of Personnel Policy
- Ongoing performance evaluations
- Any relevant documents relating to performance, promotions, transfers
- Awards, honors, commendations for good work performance
- Warning letters and records of all disciplinary actions
- Records of grievance hearings and actions taken
- Training records
- Salary/wage records
- Accrued PTO records
- Requests for time off
- Time sheets
- Letters of resignation and action taken

Requests by employees to see their files must be made in writing to the Director and responded to promptly. Employees are not allowed to remove records or documents from their files, but photocopies may be made.

*Adopted: 1/21/03*

## Policy 3.5

### **NEPOTISM**

When more than one family member is concurrently working for the System, the following guidelines will apply:

- One relative may not supervise another relative.
- Related persons will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions or other budget decisions.

A relative is defined as any person related to the employee by blood, marriage or adoption.

*Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03*

## Policy 3.6

### **KEYS**

Keys issued to employees must not be loaned out to others or duplicated.

The Director is responsible for a current and accurate key inventory. Branch staff must keep a list of all branch keys and may not issue keys without the Director's permission.

All keys issued to an employee must be returned before a final paycheck can be prepared.

*Adopted/Revised: 1994, 1995, 1996, 1/21/03*

## Policy 3.7

### ***VOLUNTEERS***

Individuals interested in any volunteer position, whether an employee or not, must fill out a volunteer application. Volunteers are not automatically accepted. All prospective volunteers must complete a screening process that includes formal application, an interview, reference checks, orientation and training. All volunteers serve at the discretion of the Director and are expected to follow all System policies and procedures.

*Adopted/Revised: 1994, 1995, 1996, 1/21/03*