



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Recruitment, Selection, Appointment
Section Number: 2.3
Section Name: Employment Eligibility
Last Revised:

An offer of employment to an otherwise qualified applicant may be withdrawn or an employee may be discharged, if he/she fails to satisfy the following employment requirements, as defined by the policy and qualifications for the position.

A. IMMIGRATION/CITIZENSHIP STATUS

1. The Library will not discriminate in recruitment, hiring, or discharge on the basis of a person's national origin or citizenship status. However, it will not knowingly employ any person who is or becomes an unauthorized alien.
2. A newly hired employee must provide suitable documentation and complete INS Form I-9 to verify identity and employment eligibility.
3. A newly hired employee refusing to provide documentation within three (3) business days of his/her start date or providing false documentation will be subject to discharge.
4. An employee is required to re-submit any document that has an expiration date, so that an un-expired document is always recorded in his/her personnel file.

B. DRIVING RECORD CHECK

1. The Driver Abstract Report will be requested for each candidate under consideration who must operate a motor vehicle, Library-owned or personal, as a regular function of the job.
 - a. A current employee who drives as a regular function of the job may be periodically screened for an acceptable driving record.
 - b. The Driver Abstract Report will be reviewed against the following criteria to determine if the individual can be permitted to operate a motor vehicle on Library business. The library's automobile liability insurance carrier will make the determination of an "unacceptable driver". An unacceptable driver is defined as one who, during the previous three (3) year period, has received:

- 1) A conviction for one (1) of the following:
 - Drag racing,
 - Driving while under the influence of alcohol or drugs,
 - Vehicular homicide,
 - Leaving the scene of an accident, if the accident resulted in personal injury or death, or
 - Willfully eluding or fleeing a police officer after a traffic violation.
 - 2) Two (2) or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
 - 3) Three (3) moving violations for which a total of six (6) or more points were received.
 - 4) Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.
- c. Classification as an "unacceptable driver" is grounds for discharge of a current employee or disqualification of a candidate under consideration.

C. QUALIFICATION VERIFICATION

1. An employee in a position requiring an educational degree or a license will have his/her qualifications verified at the time of employment.
2. Failure to maintain a current required license may result in disciplinary action up to and including discharge.

D. PROOF OF LIABILITY INSURANCE

Proof of liability insurance with limits of \$50,000 per person/\$100,000 per accident under Bodily Injury liability and \$50,000 property liability must be submitted to the Business Manager by any employee who must drive his/her private vehicle as a regular function of the job. This proof must be submitted upon hire and on an ongoing basis. Failure to provide proof of liability insurance may be grounds for discharge of a current employee or disqualification of an otherwise successful candidate, if driving is an essential function of the job.