



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter:** Recruitment, Selection, Appointment  
**Section Number:** 2.4  
**Section Name:** Appointment  
**Last Revised:**

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## A. ASSIGNMENT OF RELATIVES

1. Relatives of current staff or Trustees shall not be considered for employment.
2. The definition of relative for this policy includes: father, mother, brother, sister, husband, wife, child, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any other member of the family or household who has stood in the same relationship with the employee as any of these.
3. If the relative relationship is established after employment and one of the employees will be working directly for or supervising the other, the individuals concerned will decide who is to leave their employment with the Library. If that decision is not made within thirty (30) calendar days, the Director will decide.

## B. PROMOTION

1. A current employee will be considered for promotion to a vacancy only when he/she is determined by the Director to be fully qualified for the position.
2. An employee may be returned to his/her former position or to another vacant position, if work performance, behavior and/or work attitudes are not satisfactory. The employee's pay will be based upon the position he/she holds.

## C. TRANSFER

1. An employee is considered to have been transferred when he/she is assigned to a different position within the same pay grade.
2. Transfers will be made at the discretion of the Director.
3. The needs of the Library take precedence over the wishes of an employee.
4. The Director may initiate a transfer, if the transfer would be in the best interest of the Library.

#### D. DISABILITY RELATED REDUCTION

1. When an employee with a qualifying disability becomes unable, even with reasonable accommodation, to perform the essential functions of his/her position, he/she may request in writing a reduction to a vacancy in a lower position if a vacancy exists. The employee will be reasonably accommodated in the lower position. (See **Section 3.5 DISABILITY ACCOMMODATION**).
2. A demoted employee will have his/her pay reduced to a level within the pay range of the lower position.