

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 3.130 – CONDITIONS OF EMPLOYMENT** (adopted 7/14/99; revised 06/13/2012)

The ADAMS COUNTY PUBLIC LIBRARY is an at will employer. The Personnel Policies are not intended to serve as a contract of employment, and should not be construed as creating any type of contractual agreement between the ACPL and its employees. Employment is not offered, contracted or promised for any specific period of time - unless a signed contract is in effect with a specific employee. Employees have the right to quit for any reason, or no reason, at any time. The library retains the right to terminate employment on that same basis.

All persons seeking employment with the ACPL shall file with the executive director a completed application with certification that all information in the application is correct. The application shall include personal contact information, level of education, training and work skills.

Applicants shall also supply the names of persons who can verify their most recent employment experience as well as the names of references. All applicants shall answer the question: "Have you ever been convicted of a felony?" Applicants considered for employment shall sign a release for a personal background check as well as permission to contact previous employers and appropriate references.

Applications from relatives of current staff or board members will not be considered. For the purposes of this policy, a relative includes the following:

1. Husband or wife
2. Child or grandchild
3. Parent or grandparent
4. Brother or sister
5. Brother-in-law or sister-in-law
6. Step-child or step-parent
7. Any member of a household, not related by blood or marriage