

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 201.2

Subject: Internal Posting Policy

1. Position openings are posted on a bulletin board to inform all employees about vacancies and opportunities. (Opportunities for promotion.)
2. It is the responsibility of the director to see that openings are posted, with a synopsis of the job description and requirements.
3. An employee should be in the current position for at least six months. The director may approve the application of an employee who has been in a current position for three months.
4. In filling any position, consideration will be given to qualifications and previous work record of the employee.
5. Posting will not be required for positions filled by employees returning from disability leaves of absence or displaced employees in a work reduction situation.
6. Positions will remain posted for two weeks.
7. Employees shall submit in writing for the position.

ADOPTED: March 13, 2001

REVIEWED:

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