



## **JOB POSTING POLICY**

*For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.*

### **Purpose:**

To provide appropriate guidelines to inform current employees of other employment opportunities within the City of Wisconsin Rapids.

### **Policy:**

The City of Wisconsin Rapids will attempt to fill positions from within, by means of promotion or transfer of current qualified employees, whenever possible. The City will inform employees of available positions through job posting.

### **Procedure:**

1. Postings will include the job title, salary grade, salary range, hours, a brief job description and the application deadline.
2. Postings will be distributed to all City departments and posted on various bulletin boards throughout the City.
3. Positions will be posted through the application deadline or until the position has been filled.
4. Employees should be in their current position for a minimum of six (6) months to be eligible to apply for a posted position.
5. In general, the normal notice period for releasing an employee to a new position from the date the offer is accepted is two (2) weeks for non-exempt employees and four (4) weeks for exempt employees. Exceptions to this policy may be made with the mutual agreement of the involved supervisors.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.