



BACKGROUND CHECK 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:

The McMillan Memorial Library Board is committed to providing a safer environment for its employees and library patrons.

Library Employees:

Prior to extending an offer of employment, or at other times during employment with the library, as appropriate, the library may conduct a detailed background check of an applicant or employee. Any future offers of employment will be contingent upon the results of said background check.

Criminal background checks are conducted via the City of Wisconsin Rapids HR Department office, or another organization as appropriate. The cost of the background check will be covered by the library. Failure to pass the background check may result in termination.

Volunteers (18 years of age and older):

Volunteers 18 years of age or older must pass a criminal background check conducted via the City of Wisconsin Rapids HR Department office, or another organization as appropriate. The cost of the background check will be covered by the library.

Volunteers 18 years of age or older that are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program, will be assumed to have been vetted by their group, business, or college program.

Volunteers (17 years of age and younger):

Volunteers 17 years of age or younger will be interviewed by the Library Director, or their designee, prior to service. These volunteers will be under staff supervision at all times.

Court-ordered community service:

The library reserves the right to decline any request for fulfillment of court-ordered community service. If approved, those seeking to complete court-ordered community service obligations at the library will only do so under the direct supervision of the Library Director or their designee.

Adopted by the McMillan Memorial Library Board of Trustees, September 20, 2023