

# **POLICY MANUAL**

**Fallon County Library  
Baker MT**

## **Hiring/Personnel Policy**

Fallon County Library will follow the hiring policy as outlined in Policy Number 1.02 Recruitment and Hiring Process of the Fallon County Policy Manual. Applications for employment at Fallon County Library will not be accepted unless there is a vacancy.

A permanent personnel file will be established for each active employee at the Library and retained in the office of the Fallon County Human Resources.

**Reviewed/Approved:                    04/12/2016**