

PLYMOUTH PUBLIC LIBRARY

Policy Title: Job Posting Policy	Original Effective Date: 11/2022 Date of Last Revision:
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The Plymouth Public Library provides designated space on a bulletin board for local job opportunities under the following standards:

- Employment postings must provide a name, address and phone number and must be associated with a business, organization or job opportunity that is based in southeast Wisconsin.
- All postings must include a wage or salary range.
- Wisconsin Department of Workforce Development postings receive priority.

The following postings are prohibited:

- Items that advertise or sell personal services (day care, house cleaning, tutoring, etc.)
- Job Opportunities that require candidates to pay for training, products, or up-front costs.
- Multi-level marketing (MLM) company posting or recruitment are prohibited due to fees and risk of financial loss for job seekers.

The posting of a job opportunity on the job posting bulletin board does not imply endorsement by the Plymouth Public Library Board of Trustees, staff, or the City of Plymouth. The Library Director, or designee, must approve all postings and may prohibit or remove postings which do not meet the above standards.