



CASSELMAN PUBLIC LIBRARY



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Policy Type:	Human Resources	Policy Number:	HR-02
Policy Title:	Staff Selection and Assignment	Initial Policy Approval Date:	June 2020
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To achieve its mission, the library board, in close co-operation with the Municipality, seeks to hire the most qualified employees possible, based on individual merit and ability. The library board and the Municipality attempt to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace. Under the **Municipal Act**, Section 270(2), the library board, as a local board, as well as the Municipality, are required to adopt and maintain policies on the hiring of employees, and this policy meets that legislative requirement.

Section 1: Job Descriptions

1. A current job description is maintained for each position. The job description includes:
 - a) duties, tasks and responsibilities of the position
 - b) the importance of the position with regard to the mission of the library
 - c) minimum competencies/experience/education required to do the work
 - d) reporting relationship
2. Job descriptions are reviewed annually to ensure that they are aligned with the mission and goals of the library board and that they accurately reflect the work being done.
3. Changes to the job description trigger a review of the compensation rate.

Section 2: Recruitment Procedures and Selection

1. To be eligible to work at the library an applicant must have the following:
 - a) a valid social insurance number
 - b) Canadian citizenship, landed immigrant status or valid work permit, and
 - c) qualifications outlined in the job posting
2. In addition, a current police record report is required for an applicant offered a position involving work with vulnerable people using library services, including children, youth, and users with disabilities. The presence of any criminal conviction indicating a behaviour that may put at risk the safety of library users would disqualify a candidate from working for the library.
3. At all stages of the recruitment process, the library will make clear that accommodations are available, upon request, for applicants with disabilities. (see also HR-12)

4. The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a job.
5. When a new position is created or when a vacancy is to be filled, either salaried or contract, the position is posted on the library's website. The position may also be advertised in the newspaper and/or posted to online library job boards (e.g. Partnership Job Board). The posting includes the key areas of responsibilities, qualifications, hours of work, and deadline for applications.
6. The library will ensure that employees with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.
7. Criteria used to select the appropriate individual will be documented and applied consistently. The selection may also include testing for skills that are required for the job.
8. At least two references are contacted for the preferred candidate.
9. A letter of employment that outlines the working relationship between the individual and the library will be issued. The letter of employment will include the library's policy for accommodating employees with disabilities. The letter of employment is signed by the employee and returned to the library before the commencement of work.
10. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.
11. Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for 2 years. An individual making inquiries on his or her unsuccessful application will be given information on how he or she was assessed based on the set criteria.

Section 3: Employment of Family Members

1. Immediate relatives of existing employees or board members may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship.
2. An immediate relative includes a spouse (including common-law spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.
3. Summer employment for the children of employees is acceptable as there is no direct reporting relationship.

Section 4: Probation

1. A probation period allows for assessment, by both the incumbent and the CEO/supervisor, of the suitability of the employee for the new role. The probationary period is three (3) months during which:
 - a) training, coaching and feedback is provided
 - b) a performance review is completed
 - c) the probationary period may be extended
 - d) the employee may be terminated

Section 5: Acting Positions

1. The CEO may appoint an employee to assume the duties of another during an absence. If the appointment is for longer than three (3) weeks, the salary will be adjusted if the acting position is at a higher level than the employee's normal rate of pay.

Section 6: Orientation

1. A new employee receives an orientation about his or her role and the mission and services of the library.
2. The orientation includes a review of relevant policies and procedures including workplace accommodation policies.
3. As part of a new employee's orientation he or she will be scheduled to receive training required under provincial legislation such as Basic Occupational Health and Safety Awareness Training and the Accessibility for Ontarians with Disabilities (AODA) Customer Service Training. (see HR-12)
4. At the end of the orientation period, employees will be asked to sign the Policy Acknowledgement Statement and Confidentiality Statement (see HR-10)

Note: This policy is subject to the Municipality's regulations as described in the "Manuel du personnel". In case of discrepancy between the Library's By-Laws and the Municipality's regulations, the latter shall prevail.

Related Documents

Casselman Public Library HR-10 Employee Conduct

Casselman Public Library HR-12 Accessibility and Staff