

Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources

Policy Number: HR-02

Policy Title: Staff Selection and Assignment

Initial Approval Date: April 30, 2014

Last Review / Revision Date: 2018

Review Date: 2022

Objective

To define parameters that will guide the Township of Madawaska Valley Public Library Board (the Board) in hiring the most qualified staff members possible, based on individual merit and ability, to work at the Madawaska Valley Public Library (the Library).

Scope

The Board will attempt to identify and remove barriers that could prevent individuals from having a fair chance to participate and succeed in the workplace.

Section 1: Job Descriptions

1. A current job description is maintained for each position and 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. The Board develops and maintains the Chief Executive Officer's (the CEO) job description. All other job descriptions shall be prepared by the CEO, in consultation with the individual holding that position, if applicable.
3. Job descriptions are reviewed annually, or as required, to ensure they align with the mission and goals of the library board and that they accurately reflect the work being done.
4. Changes to the job description may result in a review of the compensation rate.
5. A copy of the job description shall be filed by the CEO in the individual's personnel file, a copy provided to the employee, and will be included in HR-02 policy as an appendix.

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 a valid work permit, and
 - c) Qualifications outlined in the job posting.
2. In addition, a current police background check (Vulnerable Sector Screening Check) 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 behavior that may put at risk the safety of library clients would disqualify a candidate from working for the Library. All offers of

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employment shall be conditional upon the applicant providing an acceptable check. The documentation will be securely filed.

3. Should circumstances warrant, only the Board may request that an employee provide an updated check.
4. At all stages of the recruitment process, the library will make clear that accommodations are available, if possible, upon request, for applicants with disabilities.
5. The Library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications in order to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a position.
6. When a new position is created or when a vacancy is to be filled, either salaried or hourly, the position is posted on the Library's website, will be advertised in local newspaper(s) and/or posted to the online library job boards such as the CLA Job Search, OLA Job Board, etc. The posting includes the key area of responsibilities, qualifications required, hours of work, and deadline for applications.
7. The library will ensure that staff members with disabilities receive information in an alternative format or with communication support, if required, about opportunities to apply for new positions or vacancies.
8. 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 position.
9. At least two references will be contacted for the preferred candidate.
10. 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 staff members with disabilities. The letter of employment is signed by the individual who is offered a position and returned to the library before the commencement of work.
11. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.
12. Treatment of information collected throughout the selection process conforms with privacy legislation. It must be used for the purposes for which it was collected and records are kept for two years in a secure location. An individual making inquiries on their unsuccessful application will be given information on how they were assessed based on the set criteria.

Section 3: Employment of Family Members

1. Immediate relatives of existing staff members or Board members may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship.

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- a) Standard competition procedures have been scrupulously followed.
 - b) The applicant is the most qualified.
 - c) No undue influence was exerted on the recruiting officer or hiring ad hoc committee.
 - d) No potential conflict or difficulties appear to exist.
2. An immediate relative includes a spouse (including common-law and same sex spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.
 3. Summer employment for the children of staff members is acceptable and encouraged as long as Sec 3. 1.(a), (b), (c), (d) are adhered to.
 4. No member of the Board, CEO or staff member who is related to an applicant for a position in the Library shall be involved in the interview for the same. The member of the Board, CEO or staff member shall remain neutral and in no way influence the interviewers involved with the hiring of the position to which the relative has applied.

Section 4: Probation

1. A probation period allows for assessment by both the incumbent, if applicable, and the CEO/supervisor, of the suitability of the staff member for the new role. The probationary period is three (3) months, or as determined by the Board and/or the CEO, during which:
 - a) Training, coaching and feedback is provided
 - b) A performance appraisal is completed
 - c) The probationary period may be extended
 - d) The staff member may be terminated.

Section 5: Acting Positions

1. The CEO may appoint a staff member 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 staff member's normal rate of pay.

Section 6: Orientation

1. A new staff member or volunteer receives an orientation about his 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 staff member's orientation, he or she will be scheduled to receive training required under provincial legislation such as Basic Occupational Health and Safety Awareness Training, as feasible.

Related Documents:

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***Municipal Act 2001*, Section 270:**

- Requires every council and local board to adopt policies for hiring employees, including policies about hiring relatives of members of councils and municipal staff or, in the case of libraries, about hiring relatives of the local board members and local board staff.

***Employment Standards Act*, 2000, Section 54:**

- Probation is sometime considered the period of time during which an employee may be terminated without notice.
- Extending the probationary period does not exempt the employer from giving notice of termination as required in the *Employment Standards Act*.
- Extending the probationary period is put in place when performance is unsatisfactory, therefore allowing the Board or CEO to continue to formally assess the performance of the employee and provide training, coaching and feedback.

Policy Number **HR-03** **Terms and Conditions of Employment**