

Trent Lakes Public Library



Policy Type:	Human Resources	Policy Number:	HR - 02
Policy Title:	Hiring and Orientation	Initial Policy Approval Date	27-09-2019
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		Year of next review:	2027

To achieve its mission, the Library Board seeks to hire the most qualified employees possible, based on individual merit and ability. The Library Board attempts 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, is 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, which 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, and
 - 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.
1. Changes to the written job description will trigger a job evaluation review using the job evaluation framework established in the library's Pay Equity Plan. The job evaluation review may change the compensation rate for a job.

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 behavior 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, as outlined in the **Accessibility for Ontarians with Disabilities Act (AODA)** legislation, the library will make clear that accommodations are available, upon request, for applicants with disabilities (see also HR-18).
4. 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 job.

HR-02- Staff Selection and Assignment (continued)

Section 2: Recruitment Procedures and Selection (continued)

1. 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, deadline for applications and salary range.
2. 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.
3. 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.
4. At least two references are contacted for the preferred candidate.
5. 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.
6. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.
7. 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 two 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 and same sex spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew, or step-relatives.
3. Summer employment for the children of employees is acceptable as long as there is no direct reporting relationship.

Section 4: Probation

1. A probation period¹ allows for assessment, by both the incumbent and the CEO, of the suitability of the employee for the new role. The probationary period is three months during which:
 - a) training, coaching, and feedback is provided,
 - b) a performance review is completed,
 - c) the probationary period maybe extended², and

¹ Probation is sometime considered the period of time during which an employee may be terminated without notice, see Section 54 of the **Employment Standards Act**, 2000.

² In Section 4(1)c of this policy, extending the probationary period does not exempt the employer from giving notice of termination as required in the **Employment Standards Act**, 2000. Extending the probationary period, is put in place when performance is unsatisfactory. It offers the opportunity for the manager to continue to formally assess the performance of the employee and provide training, coaching, and feedback.

- d) the employee maybe terminated.

HR-02- Staff Selection and Assignment (continued)

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 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 her 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-12)

Related Documents

Trent Lakes Public Library HR-12 Employee Conduct
Trent Lakes Public Library HR-18 Accessibility and Staff