

Carlow/Mayo Public Library

Policy Type: **Human Resources**

Policy Number: **HR-02**

Policy Title: **Staff Selection and Assignment**

Policy Approval: March 3, 2014

Last Review: March 16, 2016

Next Review: March 2020

To achieve its mission, the Carlow/Mayo Public Library Board seeks to hire the most qualified staff possible, based on individual merit and ability. The board attempts to identify and remove barriers that could prevent people from having a fair chance to participate and succeed in the workplace.

Section 1: Job Descriptions

1. A current job description is completed 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.
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 Carlow/Mayo Public 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
1. 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 Carlow/Mayo Public Library.
2. The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications in order to achieve this.
3. 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. CLA Job Search. OLA Job Board). The posting includes the key area of responsibilities, qualifications, hours of work, and deadline for applications.

4. 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.
5. At least two references are contacted for the preferred candidate.
6. An individual who is offered a position signs a letter of employment that outlines the working relationship between the individual and the library. The letter of employment is signed by the employee and returned to the library before the commencement of work.
7. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.
8. 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 kept for 2 years. 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 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 and including step-relatives.
3. All permanent hiring will respect Municipality of Carlow/Mayo Bylaws.

Section 4: Probation


1. A probation period allows for assessment by both the incumbent and the CEO/supervisor of the suitability of the staff member for the new role. The probationary period is 6 months during which:
 - a) training, coaching and feedback is provided
 - b) a performance review is completed
 - c) the probationary period may be extended ²
 - 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 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 receives an orientation about his or her role and the mission and services of the library. The orientation includes a review of relevant policies and procedures.

 Editor's Note:

1. The **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.
2. 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. In Section 4(1) c of this sample 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.