



# SCUGOG MEMORIAL PUBLIC LIBRARY

<b>POLICY TYPE / NUMBER:</b>	<b>BOARD B13</b>		
<b>POLICY TITLE:</b>	<b>Human Resources – Hiring and Promotion</b>		
<b>AUTHORITY / CREATED:</b>	<b>Board</b>	<b>September 22, 2010</b>	<b>Reviewed:</b>

## Policy Statement

All employees are employed by the Scugog Memorial Public Library, which establishes the library's human resources policies. The human resources policies and procedures apply to all staff, except where provisions are in conflict with the provisions of the current collective agreement; the collective agreement takes precedence.

## Purpose

The purpose of the Human Resources Policy – Hiring and Promotion is to:

1. Provide guidance to the Library Board and CEO with respect to hiring and promotion of Library employees
2. Ensure consistent application of the Library's hiring policies and procedures, avoiding conflict of interest.

## Complementary Documents

Many of the library's human resources policies and practices are clearly laid out in the current Collective Agreement, including internal job postings and procedures, salaries and wages, benefits, scheduling, training and development, grievance policies, disciplinary action and termination of employment. Generally, material outlined in the Collective Agreement is not repeated in the Personnel Policy. Cross referencing is used instead.

In addition, the provisions in policies and procedures with respect to hiring and promotion of employees shall comply with:

- Employment Standards Act
- Ontario Human Rights Code

## No Discrimination

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of pardoned offences, marital status, family status or disability.

### Definitions

For the purposes of administering this policy, family members are defined as: spouse (incl. common-law and same sex), child (and step child), grandchild, foster child mother/father/grandparent (step and in-law), brother/sister (step and in-law), niece or nephew of a member of the Library Board or existing employee of the Library or Municipality.

### Merit Principle and Hiring of Relatives

It is the Library's desire to hire the best qualified employee for a vacant position. In hiring, selection will be based as far as possible on merit and qualifications, without regard to place of residence, family relationship to any existing employee of the Library or Municipality, member of the Library Board, or any prohibited grounds of discrimination except for bona fide reasons.

Desirable qualifications of a prospective employee shall be based on the responsibilities and requirements outlined in the job description for the position being filled. Such qualifications include education, skills (including interpersonal and communication skills), and experience (both paid and volunteer) and may be determined on the basis of the written application, the personal interview during which a test of skill may be given, and personal and professional references. Qualifications shall be set by the Library Board for a prospective CEO and by the CEO for all other prospective employees.

To help ensure that staff appointments and subsequent decisions are made in the best interests of the library, a person who is currently serving as a Library Board member of the Scugog Memorial Public Library shall not be considered for appointment to the library staff.

Hiring of individuals to work at the library is subject to the following restrictions:

- a. No individual may supervise a family member
- b. No individual may be supervised by a family member

Notwithstanding the above, recruitment of a family member is permissible if the Library Board or CEO can establish that:

- a. Standard competition procedures have been scrupulously followed.
- b. The applicant is the most qualified.

- c. No undue influence was exerted on the CEO or Library Board (in the case of CEO recruitment).
- d. No potential conflict or difficulties appear to exist.

No member of the Library Board, CEO or employee who is related to an applicant for a position within the library shall be involved in the interview for the same. The member of the Library Board, CEO or employee shall remain neutral and in no way influence the interviewers who are involved in the hiring of the position for which the relative has applied.

In the event that a conflict with this policy is created through marriage or promotion, a review will be undertaken by the Chief Executive Officer. Such a review will seek to find a solution that is acceptable to the parties concerned and is consistent with the following:

- a) the purpose of this policy;
- b) the relevant provisions of the Ontario Human Rights Code.

### **Public Notice of Vacancy**

If a vacant position is not filled internally, the position will be advertised on the Library Website and in the local newspapers.

If a vacant position has been advertised externally, the selection of the successful applicant shall not be made before all employees who have applied by the specified date have been considered.

### **Confidentiality**

Personal information shall not be disclosed to anyone except in accordance with the Municipal Freedom of Information and Protection Privacy Act and the Public Library Act. Distribution and/or disclosure of confidential or personal information or documents should be on a "need to know" basis only (i.e. only to those people who need the information in the performance of their duties, and only if the disclosure is necessary and proper in the discharge of the Library's legitimate functions). Thus, personal information related to employment applications shall not be divulged to any person other than those people involved in the staffing of vacant positions in the Library, and those people to whom such disclosure is authorized by law.

### **Reference Checks**

Before an offer of employment is made, at least two of the successful candidate's references will be checked.

Prior to conducting a reference check on an applicant for employment a "Consent form for validation of personal information" must be completed by the applicant.

This form must specify the position the applicant is being considered for and the references the candidate has authorized the Library to contact.  
The Library will not provide a reference on a present or former employee without the latter's written consent.

### **Selection and Hiring**

The selection of the successful candidate and the determination of the starting salary to be offered will be made by the CEO.  
The CEO will issue a letter to the successful candidate, confirming the offer of employment and the acceptance offer, the starting date, and the major terms and conditions of employment including starting salary or wage, probationary period and normal hours of work.

Contact Person: Board Chair, Chief Executive Officer  
Cross Manual Reference: Admin  
Relevant Forms: N/A  
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Approved by: