



Section of Policy Manual: Personnel	Policy No. : PER-06
Subject: Hiring of Employees	Policy Approval Date: Sept. 12, 2019
Year of next review: September 2023	Last Review/Revision Date: Replaces Policies 13b and 14

**Section 1: POLICY STATEMENT**

The Library Board seeks to hire the most qualified employees possible, based on individual merit and ability. The Library Board will also ensure that the recruitment and interviewing practices are consistent, fair and non-discriminatory as outlined in the **Employment Standards Act**, S.O. 2000.

Under the **Municipal Act**, Section 270 (20), the Library Board, as a local board is required to adopt and maintain policies in the hiring of employees, and this policy meets that legislative requirement.

**Section 2: HIRING PROCESS**

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.

In addition, a vulnerable sector police report is required for any applicant offered a position with the Library.

The Library will make clear that accommodations are available, upon request, for applicants with disabilities.

**A. Posting and Advertising**

Available positions may be posted in print and online at the Library, on Town bulletin boards, in the local newspaper, with partner organizations, and on professional job boards.



The details contained in the job posting or advertisement may vary, depending upon the level of the position. At a minimum, the job posting/advertisement will contain the job title, core responsibilities, necessary and preferred qualifications, deadline and contact name for receipt of applications. The posting or advertisement will include the wage or salary range and a statement that only those applicants selected for an interview will be contacted.

Applications are received by the Town of Gravenhurst's Human Resource Department and forwarded to the Office of the CEO/Chief Librarian.

The Town of Gravenhurst's Human Resource Department will keep separate files for all job postings and/or competitions. Employment applications will be kept on active file for a period of twelve (12) months.

#### B. Interview/Selection Process

The CEO/Chief Librarian will review the applications and select the candidates to be interviewed, based on valid, consistent selection criteria methods.

Interviews will be conducted by the CEO/Chief Librarian and another staff member or Board member, depending on the position being filled.

Teleconference or video-conference interviewing may be considered for candidates who would otherwise have to travel a significant distance for a face-to-face interview.

Interviewers will assess applicants according to established qualifications, knowledge, experience and ability to perform the required duties, including the ability to meet the physical demands of the job. Due consideration will be given to reasonable accommodation in accordance with Human Rights legislation.

The ultimate goal will be to hire an applicant who possesses the knowledge, skills, abilities and other attributes required to successfully perform the job. To achieve this goal, a structured interview plan will be utilized. To increase the validity, reliability and consistency of the interview structure and process, all candidates will be asked the same questions, and assessed against the same set of job-related competencies. Interviewers will independently complete a rating/scoring sheet, which will be used in the rating/scoring process to measure candidates against an objective job description.



The final decision will be reached after reviewing the interviewee's responses, competencies, the objectives of the hiring and selection process, and the person-organization "fit."

#### C. Interview Expenses

Recognizing that the filling of certain positions may require recruitment from afar, it may be necessary to consider reimbursement for overnight accommodation and mileage at the current per km/rate, economy airfare or train fare.

Reimbursement of expenses will be considered on a case-by-case basis, at the discretion of the CEO/Chief Librarian.

#### D. Reference Checks

A minimum of three reference checks are required and are undertaken for all prospective employees by the CEO/ Chief Librarian prior to any verbal or written offer of employment. A reference check will be conducted based on authorization by the applicant.

#### E. Second Interview

If necessary, a second interview will be conducted with preferred candidate(s), to expand responses provided in the first interview and/or queries that have arisen from reference checks.

If no candidate proves suitable for the position a review will be undertaken to determine the reasons for the absence of a suitable candidate.

Prior to commencing a new hiring process, any required adjustments and/or modifications may be made subject to findings in the review process (i.e. job description, rate of pay, advertising methods, etc.).

#### F. Employment Offer

A verbal offer of employment confirming the start date and salary will be made to the successful candidate by the CEO/Chief Librarian.

Upon acceptance, the CEO/Chief Librarian will send a letter offering employment to the prospective employee confirming the terms of employment. All unsuccessful applicants who received interviews will be notified.



After the hiring process is complete, the CEO/Chief Librarian will forward the hiring information to the Town of Gravenhurst's Human Resources Department for filing.

### **Section 3: EMPLOYMENT OF FAMILY MEMBERS**

1. Immediate relatives of existing employees or Board members may be hired or promoted 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 spouse), 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 if there is no direct reporting relationship.

### **Section 4: PROBATION**

A probationary period allows for assessment by both the incumbent and the CEO/Chief Librarian of the suitability of the new employee for the position. The probationary period is six (6) 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: 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 participate in training required under provincial legislation such as Basic Occupational Health and Safety Awareness Training and the Accessibility for Ontarians with Disabilities (AODA) Customer Services Training.



4. During orientation, employees will be asked to sign their acknowledgement of the Code of Conduct Policy and Confidentiality Statement.

#### **Related Documents**

***Employment Standards Act***, S.O. 2000

***Municipal Act***, Section 270 (20)

***Gravenhurst Public Library Policy No.16: Code of Conduct***

***Town of Gravenhurst Employee Confidentiality Statement***

***Gravenhurst Public Library New Hire Checklist***