

Deseronto Public Library

Policy type: Human Resources

Policy Number: HR 02



Policy Title: Staff Selection and Assignment

Policy Approval Date: January 31 2018

Year of Next Review: 2021

To achieve its mission, the Deseronto Public Library 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. The Deseronto Public Library will offer current employees the opportunity at job vacancies.

The Deseronto Public Library Personnel Policy

- a) "Board" means the Deseronto Public Library Board
- b) "Employer" means the Deseronto Public Library Board
- c) "Library" means the Deseronto Public Library
- d) "CEO" means the Chief Executive Officer of the Deseronto Public Library
- e) "Employee" means any person employed by the Deseronto Public Library Board
- f) "Permanent Employees" are those given permanent appointment to staff after satisfactory completion of a probationary period.

Intent

The Public Libraries Act, RSO 1990, chapter P44, gives the authority to govern the library to a duly appointed public library board. Section 15(1) of the Act states that "a board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties." Accordingly, the board believes that

- library personnel are an important resource for the provision of high quality public library service and
- the library can provide the best service only when
 - it employs competent personnel,
 - provides for staff development activities, and
 - Establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to the library's programs and services.

Therefore, this policy clarifies the duties and responsibilities with respect to personnel issues, provides employment practices to enhance library service, and provides for compensation for each employee in accordance with his or her duties and responsibilities.

Regulations

- a) Employees are employed by the Deseronto Public Library Board.
- b) Personnel policies and practices are established by the Board and administered by the CEO.
- c) In all employment practices, the Deseronto Public Library Board is governed by the provisions of the current **Employment Standards Act** of Ontario and the current **Ontario Human Rights Code**.
- d) All Deseronto Public Library staff positions shall have a written job description based on an analysis of the tasks required to provide library programs and services.

Procedures

- a) The board hires, evaluates, sets the level of remuneration for, and, if necessary, dismisses the CEO.
- b) The board prepares a job description for the CEO.
- c) The CEO
 - Hires, evaluates, promotes and, if necessary, dismisses all other employees of the library, with the approval of the board.
 - Establishes and maintains personnel procedures and directs the training and development, performance evaluation, salary administration and discipline of staff.

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- Recommends staff compensation levels and salary administration policies for approval by the board.
- Advises the board on staffing requirements.
- Acts as liaison between the staff and the board.
- Prepares work and vacation schedules and authorizes leaves of absence.
- Prepares job descriptions for all other positions including, but not limited to the following components: job title, qualifications required, salary range, hours to be worked, specific tasks, supervisory responsibilities, record keeping and reports and accountability.

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 Deseronto 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
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 Deseronto Public Library.
3. The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications in order to achieve this.
4. When a new position is created or when a vacancy is to be filled, internal candidates shall be considered as well as external candidates. Internal candidates shall be granted an interview. All positions will be posted publicly for 8 days.
5. 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.
6. At least one reference is contacted for the preferred candidate.
7. 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.
8. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.

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9. Treatment of information collected throughout the selection process conforms to 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. The board shall approve such appointments.
2. An immediate relative includes a spouse (including common-law), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.

Probation

1. A probation period allows for assessment by both the incumbent and the CEO of the suitability of the staff member for the new role. The probationary period is 3 months during which:
 - a) training, coaching and feedback is provided
 - b) a performance review is completed
 - c) the probationary period maybe extended ²
 - d) the staff member may be terminated

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.

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.



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.