

# Grimsby Public Library – Recruitment and Selection Policy

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## Notes:

- Approved: November, 2004
- Revised: November 14, 2014
- Revised: November 9, 2016
- Revised: November 14, 2018

## Purpose:

The purpose of this policy is to define the Grimsby Public Library's hiring and selection process to ensure consistency and that the most qualified and capable candidates are selected in an accountable and transparent manner. This policy ensures that employment related decisions concerning existing and potential Public Library employees are free from any real or perceived conflicts of interest including those based on familial relationships and to maintain public confidence in the integrity of the Library's hiring and employment practices.

## Definitions

For the purposes of this policy:

“Relative” is deemed to include first-degree family relationships, including the spouse, legal partner (common-law and same sex), child (stepchild and foster child), parent/grandparent (step and in-law), brother or sister (step and in-law), niece or nephew of a member of the Library Board or an existing employee of the Library or Municipality.

“Direct Reporting Relationship” – is a relationship in which an employee or elected official has authority to:

- approve or deny increments, or negotiate salary level;
- conduct performance appraisals;
- administer discipline;
- direct work assignments with respect to an employee.

## Guidelines

The Grimsby Public Library Board recognizes that its effectiveness as a service organization is determined largely by the quality of its work force. The provisions of this policy apply to all permanent full-time and part-time, casual and contract employees, co-op participants and summer students. The Grimsby Public Library Board is an equal opportunity employer that:

- (a) Provides equality of opportunity for employment without discrimination, consistent with the Ontario *Human Rights Code*, *Pay Equity Act*, the *Employment Standards Act* and the *Ontarians with Disabilities Act*, provided that he/she can comply with the bona fide job requirements, and can fulfill the essential duties of the position. Reasonable efforts will be made to accommodate the needs of the person. Candidates will be notified at the beginning of the recruitment process about the availability of accommodation for applicants with disabilities.
- (b) Hires and promotes on the basis of merit, compensates fairly according to the value of work performed and creates a climate of mutual respect for the dignity of each individual.
- (c) Does not tolerate acts of favouritism, discrimination or influence in the selection process. Elected officials, appointed officers or employees of the Library shall not attempt to influence the hiring of any applicant. Library board members are bound by the Municipal Conflict of Interest Act to disclose any interest and avoid discussion, influence or voting on issues where they have an interest.

A member or former member of the Grimsby Public Library Board is prohibited from being employed or engaged by employment contract by the Grimsby Public Library until a minimum of three months have passed after the member leaves his/her appointment.

The appointment of the CEO/Chief Librarian is the sole responsibility of the Library Board.

The CEO/Chief Librarian shall have the authority to employ, appoint, promote, demote, discipline, advise on performance, or suspend an employee of the Public Library. Dismissal of staff shall take place after consultation with Town of Grimsby Human Resources and informing the Library Board.

The library does not accept unsolicited resumes and any that are received will be destroyed.

The Public Library will not favour nor inhibit the hiring of relatives of current employees or relatives of the Library Board over others. All candidates will be given equal opportunity for employment based on qualifications, experience and skills regardless of relationship to either an employee or member of the Library Board. Notwithstanding the aforementioned, the Public Library prohibits employment situations where hiring of relatives would:

- create a direct reporting relationship, one to another,
- be supervised by, either directly or indirectly or be subordinate to, one another,
- be given preferential treatment in being recruited and or selected for vacancies

- be appointed to positions where job responsibilities would be incompatible with position occupied by family members.

The CEO/Chief Librarian is accountable for ensuring compliance with this policy with respect to Public Library employees.

## **Recruitment and Selection Process**

When a position is vacant, the CEO/Chief Librarian will review the necessity and form of the position, prior to recruiting for a replacement. The Grimsby Public Library Board approves the creation of new positions, typically within the annual budget process, ensuring the incorporation of financial estimates, and gives authority to the Chief Librarian to advertise and fill the position(s) within estimates. New positions are reviewed and evaluated within the context of the Town of Grimsby pay grid, ensuring that the pay is in keeping with the position's responsibilities and required education and experience.

Employment opportunities will be posted internally for a minimum of seven working days. Internal postings are circulated to all Library and Town employees. An internal search may be conducted prior to external advertising. However, in certain circumstances, the CEO/Chief Librarian may deem it necessary to advertise externally at the same time as internal vacancies are posted.

Employees of the Grimsby Public Library applying for positions will be considered with external applicants according to the qualifications and requirements sought for the position. It is understood, however, that qualified internal candidates will be considered prior to external candidates. External postings will be advertised on the Town of Grimsby's website, as well as in appropriate print publications and on job posting websites. Postings may also be communicated via the Library's social media channels.

All job postings will include the following statement:

The Grimsby Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the Library to ensure your accessibility needs are accommodated throughout the process.

Solicited applications will be received by the CEO/Chief Librarian or Deputy Chief Librarian. All applications are confidential and secured in a locked area. After the closing of any job competition, resumes will be reviewed. The CEO/Chief Librarian or Deputy Chief Librarian will advise internal applicants who do not meet minimum qualifications. External applicants will not be notified unless they are selected for an interview.

Formal interview questionnaires shall be used to ensure a fair evaluation of all candidates. The questionnaires shall be position-specific and comprised of weighted questions and job-related criteria. The interview shall consist of a minimum of two interviewers. During the development of the interview questionnaire, it shall be determined if any skills assessment is necessary. If so, the skills tests will be weighted and included on the interview questionnaire.

Occasionally, second interviews are conducted. If this is the case, a second interview questionnaire must be developed and used consistently. The second interview will be conducted by a minimum of two interviewers.

The Board shall not be responsible for assuming expenses including travel and accommodation costs for a candidate to attend a job interview.

The process for the CEO/Chief Librarian position will be at the discretion of the Board.

All applications, interview questionnaires and references will be securely disposed of at the completion of the recruitment, selection and hiring process, with the exception of those chosen for an interview. The documentation for those taking part in an interview will be stored securely for a period of one year after the recruitment process at which point they will be destroyed.

## **Reference Checks**

Prior to any reference check, the permission of the candidate to contact references must be obtained. This authorization may be obtained at any time during the selection process.

## **Offers of Employment**

Once a final determination has been made as to the preferred candidate for hire, the CEO/Chief Librarian or designate will make the offer of employment to the recommended candidate discussing terms and conditions of employment. To finalize an offer, an Employment Letter must be signed by the candidate and returned to the CEO/Chief Librarian or Deputy Chief Librarian.

Upon acceptance of the offer of employment, the CEO/Chief Librarian or designate will advise unsuccessful interviewees that the position has been filled. The appropriate Town staff involved in the administration of payroll and employee benefits will be notified and the Library Board and Staff will be informed of the hire. If the candidate declines the position, the interview team may proceed to another candidate or re-post the position.

All offers of employment to candidates 18 years and older will be conditional upon the successful completion of a Vulnerable Sector Check. Candidates for permanent, full-time positions will also be required to provide a pre-placement medical form completed by their physicians, assessing his/her ability to complete the job assignments as provided in the position description. The applicant must have signed and provided all documentation relating to the terms and conditions of their employment within the first month of employment. The cost of acquiring these documents will be reimbursed by the Library upon receipt. The information received is confidential and will be provided to the CEO/Chief Librarian who, if necessary, will share the results with the Library Board.

## **Probationary Period**

All employees will be subject to a three-month probationary period. As stipulated in the Grimsby Public Library Terms of Employment initial performance evaluations will be completed at the end of the employee's three-month probationary period. Subsequent

evaluations will be performed on an annual basis. All reviews will be prepared by the employee's immediate supervisor and reviewed by the CEO/Chief Librarian (if not the employee's immediate supervisor). Employees will also be requested to participate in a self-evaluation and goal-setting exercise at the time of their performance review.

## **Employee Orientation**

All new employees will participate in an orientation session on their first day of employment with the Grimsby Public Library Board. The necessary paperwork will be completed and processed to provide for legislative requirements and participation in the compensation and benefits package (where applicable). Employee training will be position specific however all orientation will include a brief introduction to organizational structure as well as the health and safety, IT and accessibility policy requirements.