

POL-ADM.2018.26 Title: *Recruiting, Hiring and Contracting of Personnel*



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Purpose

The Blue Mountains Public Library Board is committed to fair and equitable practices in recruiting, hiring and contracting employees. This policy describes BMPL practices.

ADM.2018.26.1 Announcing Positions

Positions shall be posted internally to current BMPL employees for a minimum of one (1) week. Such postings are not to be disclosed to the public during this period.

1. If a successful candidate is not found, positions shall be posted externally for no less than two weeks. External postings shall appear on the Library and Town websites, and may also be advertised through paid and unpaid promotion.
2. Position announcements shall include:
 - 2.1. A brief description of the position;
 - 2.2. Minimum qualifications and experience requirements as well as desired attributes;
 - 2.3. Job Class and Grade;
 - 2.4. A link to the complete job description;
 - 2.5. Term of appointment;
 - 2.6. Salary range and applicable benefits;
 - 2.7. Requirement for Criminal Records Check with Vulnerable Sector Search;
 - 2.8. Statement of candidate eligibility;
 - 2.9. Requirement regarding acceptable references;
 - 2.10. An equity statement;
 - 2.11. Statement informing that only shortlisted candidates will be contacted; and
 - 2.12. Availability of Accommodation under AODA.
3. A complete job description shall be available at each BMPL location and available electronically on our website for interested applicants during the posting period and until the interview process has been completed.

ADM.2018.26.2 Screening

1. BMPL is an equal opportunity employer. The selection of employees is based on merit including how well the applicant meets the required qualifications, experience and desired attributes and demonstrates appropriate attitude and deportment for the position.
2. Merit is assessed through review of the application letter and resume, interview(s), reference checks, Criminal Records Check with Vulnerable Sector Search.
3. The CEO may also choose to conduct additional screening of applicants, including demonstration of skills in such areas as administration, library, museum, and gallery specific skills, technology, and oral and written communications.
4. No applicant will be denied access to competition for a position as a result of family affiliation with a member of the Personnel or with a member of the Board, as required by the Canadian Human Rights Act.

ADM.2018.26.3 Hiring Panel and Interview Process

1. A hiring panel consisting of the CEO and a minimum of one additional member shall be appointed. When the position being hired for is that of the Curator or other Managers, the CEO may invite external experts to assist with the hiring process.
2. The CEO may waive a hiring panel and appoint current employees to conduct hiring processes:
 - 2.1. For any short-term employment (12 weeks and under);
 - 2.2. For those who are interviewing for internships or other temporary placements;
 - 2.3. When conducting hires of youth workers, such as Pages or Summer Students; and
 - 2.4. When filling a temporary acting or Interim position.
3. The hiring panel shall prepare interview questions, reference questions, other screening requirements and evaluation systems for each phase of the screening prior to conducting interviews.
4. The hiring panel will generally also be the interview panel though no one may sit on an interview panel if they have a Conflict of Interest with any applicant. If a Conflict of Interest such as Nepotism is present, the CEO should inform the Board of the procedures followed in order to conduct a fair interview process.
5. Applicants shall be ranked according to their qualifications and ability to fulfill the job description. People with disabilities shall not be ranked differently merely because they have a disability. An applicant who has a disability may request accommodation for the interview.

ADM.2018.26.4 Reference and Other Checks

1. Reference calls or letters of reference will be included in screening all non-youth positions. Youth positions, such as Pages are understood to be a first employment opportunity, and therefore exempt from the provision of an employment reference.
2. References will be conducted only for candidates who are under further consideration following interviews and other screening processes. References must include three professional references, preferably one of which has held a supervisory relationship to the candidate during the year immediately preceding the interview.

3. Applicants shall be made aware that employment is conditional on evidence of submission of a request for a Criminal Records Check with Vulnerable Sector Search. The BMPL will provide a letter to the candidate to facilitate completion of the CRC and VSS.

ADM.2018.26.5 Internal Candidates

1. When a suitable candidate is not identified through the posting and/or interview processes, the CEO may appoint an internal candidate who does not meet the requirements in order to promote employee growth.
2. Candidates who do not meet the posted requirements and who are hired according to the previous clause, will not be hired at the Grade posted, and may be hired on a term basis until such time as the candidate has met the minimum qualifications of the position, or the term has expired.
3. If successful in the application, the employee is identified as transferring positions and retains the original anniversary date of hire and seniority from the original position.
4. If the position is:
 - 4.1. A move from part-time to full-time, no probationary term is required;
 - 4.2. A new position, different in title or job description, the employee is subject to all probationary stipulations including evaluation in order to move from probation to permanent employment.

ADM.2018.26.6 Unpaid Workers

1. Posting of unpaid opportunities may be limited to the BMPL website and social media, and may be targeted to specific institutions and organizations such as secondary and post-secondary institutions.
2. Volunteers are required to complete a Volunteer Application. Co-Operative Education Students, post-secondary interns, and placements may submit a resume or be placed by their organization (e.g. school, justice program).
3. The CEO may delegate to another employee the interview of unpaid workers.
4. A Criminal Records Check may be required for unpaid workers. (See HR 7.2).

ADM.2018.26.7 Employment of Family

On occasion, the BMPL may hire individuals related to employees or members of the Board. It is permissible for more than one member of an immediate family, or for relatives of Board members, to be employed with BMPL under the following conditions:

1. Individuals cannot participate in the recruitment, promotion, selection or evaluation processes where a candidate or employee is a member of one's immediate family.
2. Members of an immediate family shall not be placed in a supervisory/subordinate relationship.

ADM.2018.26.8 Confirmation of Employment

1. A successful candidate shall receive a letter of offer from the CEO stating confirmation of employment, position, compensation, starting date and other specific terms of employment subject to the candidate submitting:
 - 1.1. A letter of acceptance addressed to the CEO;
 - 1.2. A Criminal Records Check with Vulnerable Sector Search; and

- 1.3. A signed *Agreement to Comply with Code of Ethics and Code of Conduct*.
2. Any employee who requires or requests an Accommodation Plan shall have a plan developed by the CEO. This may occur at any point during their employment, and shall be updated as legislation is published or if circumstances, responsibilities, or position change.
3. The Board shall be informed by the CEO of appointments.
4. Records for successful applicants not selected for immediate hire may be held confidentially for a period of one year. An offer of employment may be extended to such a candidate without conducting another hiring process:
 - 4.1. Should the identified candidate reject the offer of employment, or
 - 4.2. If a position for which the candidate would be suitable becomes vacant within one year of the conclusion of the hiring process.

ADM.2018.26.9 Probation

1. All newly hired full-time employees and part-time employees with a regular schedule of work between 20 and 24 hours per week shall be on probation for a period of three (3) months. Any employee working less than twenty hours per week will be on probation until such time as they have completed 260 hours.
2. At the end of this period, the Supervisor, with input from the CEO, shall complete an evaluation of the employee.
3. Following a successful evaluation, the employee shall be moved from probationary status and confirmed as permanent, or in the case of term employees, confirmed to the status described within the contract. Failure to complete an evaluation within two weeks of the end of the probationary period is deemed to be a successful evaluation.
4. With the approval of the CEO, an employee whose evaluation is deemed unsuccessful may be kept on probation through the sixth (6th) month of employment, if the supervisor feels that there is the potential for improvement. In this case a detailed work plan with expectations approved by the CEO must be designed, and agreed upon and signed by both the employee and the supervisor. Where the supervisor and/or CEO feel that improvement is unlikely to occur, employee shall be terminated.

ADM.2018.26.10 Holding of Multiple Positions

1. Employees may hold more than one (1) part-time position, provided that the combination of such positions does not result in more than 35 hours per week.
2. Employees may not hold multiple regular part-time positions for more than one year where the employee is not in receipt of full-time benefits, unless one or more of the positions are either grant-driven or constitute a short-term contract, neither of which qualify for full-time benefits.
3. Where a full-time employee holds two or more part-time positions hired at different salary grades, the hours may qualify the individual for full-time benefits. However, each position will be calculated and recorded separately to ensure appropriate accounting.