

**POL-ADM.2018.29 Title: *Qualifications & Requirements for Employment***



<b>Type:</b>	Human Resources
<b>Authority:</b>	CEO
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**Purpose**

The Blue Mountains Public Library shall set procedures for determining qualification and requirements for employment. The CEO will determine employment training and screening which shall be required in order to improve the productivity and capacity of employees, as well as improve services to and safety of BMPL users and assets.

**ADM.2018.29.1 First Aid**

1. Full-time and key-holding employees shall hold current certifications in First Aid, CPR and AED from an accredited provider such as Canadian Red Cross or St. John’s Ambulance. Proof of certification is required for continuation of employment no later than nine (9) weeks into employment. This mandatory training shall be paid for by the BMPL.
  - 1.1. The CEO may identify some contract staff, with no scheduled contact with the public, not to require CPR certification.
2. The level of assistance offered shall be at the discretion of the employee. First Aid and CPR certification does not require that any individual who holds such certification must provide first aid or CPR. However, the Good Samaritan Act, 2001 protects individuals (and employees) who come to the assistance of a person in need, regardless of the level of assistance provided or the outcome:
  - 2.1. Providing the minimum of emergency service requested is made by contacting a 911 operator.
3. All employees are required, at a minimum, to contact 911 and remain with the injured party until emergency services arrive.

**ADM.2018.29.2 Criminal Records Check with Vulnerable Sector Search**

1. All employees shall submit a Criminal Records Check with Vulnerable Sector Search prior to the first day worked.
2. BMPL will provide the letter verifying the offer of employment required by the police to conduct the records checks.
3. On each anniversary of the commencement of employment, all employees will be required to sign an Annual Offence Declaration listing any convictions for offences under the Criminal Records Act for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted. This declaration shall also include any new convictions that have occurred.
4. Volunteers and contract employees may be requested to complete the CRC with or without the Vulnerable Sector Search as a condition of employment.

- 4.1. This will be at the discretion of the CEO, and will be based upon the intended number of hours, the level and kind of community contact, and the level of direct supervision by another employee or the CEO that the volunteer(s) or contract employee(s) shall have.
- 4.2. Court or Case Worker ordered volunteers may be required to provide a letter stating that required volunteerism has been ordered for a reason other than violent crime, in lieu of a CRC.
- 4.3. Individuals who will have certain authorities within the BMPL, such as access to the OPAC, front line or programming roles are required to complete the CRC; while volunteers, youth staff or contract employees who do not have such interaction with the vulnerable sector or privacy protected content may not have this requirement.
- 4.4. A CRC shall not be accepted if it is not an original, with seal available or if date of submission to BMPL is more than six (6) months from date of issue.
5. Should the employee request, the CEO may view the original, authorizing its validity, and make a copy of the records, returning the original to the employee. In this case, the BMPL will not provide reimbursement for any CRC and/or Vulnerable Sector Search expenses.
6. An employee may be requested to re-submit updated CRC as often as every three years or by CEO request.
7. These confidential records shall be kept on file, separate from the Employment File.
8. A CRC shall be shredded:
  - 8.1. Once an updated CRC is in place.
  - 8.2. Within one year of resignation or end of contract, unless:
    - 8.2.1. The employee was terminated for Just Cause; or
    - 8.2.2. Is involved in legal proceedings against the BMPL.

### **ADM.2018.29.3 Professional Development and Training**

1. The BMPL shall support the on-going education and training of all permanent employees through their participation at conferences, workshops and courses with designated funding in the annual budget.
2. All decisions will be based on the applicability of the education and/or training to the achievement of the Board's Strategic Plan, and the Annual Work Plan. The CEO shall take into account the employee's experience and job description, budgetary limitations, succession needs, and the employee's annual staff development goals which are set with employee input.
  - 2.1. Full-time and salaried employees shall receive priority in funding. Prior attendance shall be taken into consideration to ensure that all staff can access appropriate learning opportunities.
3. Employees may, on occasion, be required to participate in training or in-service education opportunities in order to ensure they are current with leading edge library, museum, and gallery practices. Employees shall be compensated for attendance at such training or education at their regular hourly rate of pay, with consideration made for travel time.
  - 3.1. Ongoing training and education may include in-service training on technology, Readers' Advisory, reference requests, cataloguing, customer service delivery, supervision and management, health and safety, and other best practice needs of the BMPL.
  - 3.2. Ongoing Museum training may also include preservation and conservation, developing exhibits, achieving museum standards, and other seminars, or conferences.
4. In the Case of the Curator Training Program, the CEO shall ensure:

- 4.1. The Curator and/or staff responsible for the museum and its collections have appropriate professional training to carry out the activities of the museum mandate, preservation and conservation and to enable the BMPL to achieve and maintain the Museum Standards.
- 4.2. The Curator and/or staff are provided with information on health and safety hazards in the workplace specific to maintenance of artefacts and materials under the museum's care, and that staff are trained in the management or mitigation of related hazards;
- 4.3. That staff are familiar with and adhere to a museological code of ethics (See Appendix)
5. Any employee who is interested in a specific job-related training or education session, workshop or conference must submit a written request three (3) months in advance. Shorter periods for such requests may be entertained based on availability of funds and scheduling implications. The training and/or education must complement the annual Work Plan of the BMPL and be appropriate to the position, or in keeping with the Library's projected succession needs. Following attendance, a report stating the benefits to the employee and/or to the BMPL may be requested. Sharing of the report at a staff meeting may also be requested by the CEO.
6. All applications for education and training opportunities should be discussed with the CEO prior to registration. Costs will not be reimbursed if attendance is not approved by the CEO in advance.
7. In order to be reimbursed for expenses, employees must submit original itemized receipts. Travel allowances will be paid at Ontario Treasury Board rates.
8. In the case of the CEO Training Program:
  - 8.1. The Board may direct specific education and training for the CEO to pursue.
  - 8.2. The CEO may participate in formal training, seminars, and conferences or seek the professional guidance of experts as mentors in various fields where job shadowing may occur.