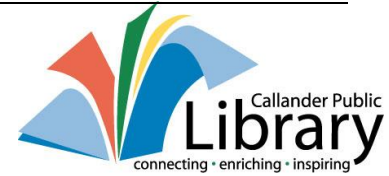

Callander Public Library

Hiring and Orientation



Policy Type:	Human Resources	Initial Policy Approval Date:	Jan. 17, 2024
Policy Title:	Hiring and Orientation	Last Review/Revision Motion:	
Policy Number:	HR-07	Last Review/Revision Date:	
Initial Motion:	2024-01-03	Year of Next Review:	2026

Purpose:

To achieve its mission, the Board seeks to hire the most qualified employees possible, based on individual merit and ability. The Board attempts to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace. Under the **Municipal Act**, Section 270(2), the Board, as a local board, is required to adopt and maintain policies on the hiring of employees, and this policy meets that legislative requirement.

Job Descriptions:

1. A current job description is maintained for each position. The job description includes:
 - a. Duties, tasks and responsibilities of the position
 - b. The importance of the position
 - 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 Board and that they accurately reflect the work being done.
3. New or revised job descriptions will be reviewed by a third party consultant for placement on the job grid.

Recruitment Procedures and Selection:

1. To be eligible to work at the library and application must have the following:
 - a. A valid social insurance number,
 - b. Canadian citizenship, permanent resident status, or valid work permit, and
 - c. Qualifications outlined in the job posting.
2. In addition, any position involving work with vulnerable people using library services, including children, youth, and users with disabilities also requires a vulnerable sector check obtained from the local police service for their permanent residence. The presence of any conviction indicating a behaviour that may put at risk the safety of library users would disqualify a candidate from working in the library.
3. At all stages of the recruitment process, as outlined in the Accessibility for Ontarians with Disabilities Act (AODA) legislation, the Library will make clear that reasonable

accommodations are available, upon request, for applicants with disabilities, following the Callander Public Library accessibility for staff policy.

4. The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a job.
5. When a new position is created to when a vacancy is to be filled, either salaried or contract, the position is posted on the library's website. The posting includes the key areas of responsibilities, qualifications, hours of work, deadline for applications and salary range.
6. The CEO will ensure that employees with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.
7. A hiring committee of at least two (2) members shall be formed for each position interviewed for. Hiring committees will consist as follows:

Position	Member 1	Member 2	Other
CEO	Board Chair	Internal Affairs Committee member	Internal Affairs Committee member
Assistant Librarian	CEO	Internal Affairs Committee member	Internal Affairs Committee member
Library Clerk/Technology Trainer	CEO	Internal Affairs Committee member	Assistant Librarian*
Student Clerk/Summer Program Coordinator/Summer Program Support	CEO	Assistant Librarian	Internal Affairs Committee member*

*denotes optional attendee

8. 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.
9. At least two references must be contacted for the preferred candidate.
10. A letter of employment that outlines the working relationship between the individual and the Library will be issued. The letter of employment is signed by the employee and returned to the library before the commencement of work. The letter of employment will include:
 - a. the Library's policy for accommodating employees with disabilities
 - b. Indication that the employee will be on probation for a minimum of three months
11. Once the signed letter of employment has been received at the library, other candidates interviewed are advised of the decision and thanked for their interest.
12. Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for two (2) years. An individual making inquiries on their unsuccessful application will be given information on how they were assessed based on the set criteria.

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.
2. An immediate relative includes a spouse or common-law partner, parent, sibling, child of the employee by blood, marriage or adoption, this includes step-relationships and in-law relationships as they pertain to this definition.

Probation:

1. A probation period allows for assessment, by both the incumbent and the CEO/supervisor, of the suitability of the employee for the new role. The probationary period is three (3) months during which:
 - a. Training, coaching and feedback is provided
 - b. A performance review is completed
 - c. A probationary period may be extended
 - d. The employee may be terminated

Acting Positions

1. The CEO may appoint an employee to assume the duties of another during an absence.
2. A Library Employee may be offered a Temporary Acting assignment during their employment. When an employee is temporarily assigned by the CEO to perform most responsibilities, including essential elements, of a higher paying position on a continuous basis for a period of time. In the event that it is necessary to appoint an acting CEO, the board will assign the role by motion. An acting assignment will not exceed two (2) years. During any Acting assignment the salary will be the greater of a 5% increase of (i) their current level of pay, or (ii) the base pay of the Acting position.

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 all relevant policies and procedures, including workplace accommodation policies as outlined below.
3. As part of a new employee's orientation they will be scheduled to receive training required under provincial legislation.
4. At the end of the orientation period, employees will be asked to sign the Policy Acknowledgement Statement and Confidentiality Statement.

Job Accommodation

1. The library supports employees with disabilities by considering the employee's accessibility needs.
2. Upon request, and in consultation with the employee with a disability, the library will provide or arrange for the provision of accessible formats and communication support for information that is needed for the employee to perform their job as well as information that is generally available to all employees.

3. The CEO, or designate, will develop, and document, processes to support the needs of employees with disabilities in the following areas:
 - a. an individual accommodation plan which meets the legislated requirements of the ***Integrated Accessibility Standards (IASR) Ontario Reg 191/11***
 - b. return to work for employees requiring accommodations after an absence due to an injury or illness
 - c. notice of career development and advancement opportunities.
4. The CEO, or designate, may require the employee to provide a doctor's letter confirming accommodation requirements. The cost of preparing such a letter will be borne by the library.