



Pelham Public Library Hiring Policy

Scope: Establishes an Employment Hiring Policy for the Pelham Public Library Board, defining provisions, criteria and authority.

Approval: September 2004

Replaces: Personnel Policy Section 3, October 1991

Revision Date: **April 9, 2008**

1. POLICY STATEMENT

The Pelham Public Library Board is committed to ensuring that all employment related matters, including but not limited to hiring, promotions, performance appraisals and discipline shall be undertaken in an objective and impartial manner.

2. PURPOSE OF HIRING POLICY

This policy establishes an Employment Hiring Policy for the Pelham Public Library Board, ensuring 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.

In particular, this policy is intended to:

- Prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of a relative; and
- Prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence, in the Library’s employment practices.

3. DEFINITIONS

For the purpose of this policy,

.1 “RELATIVE” is deemed to include first degree family relationships, including the spouse, legal partner (common-law), child, parent, brother or sister of an employee or member of the Library Board, and also includes grandparents, aunts, uncles, nephews, nieces, grandchildren and in-laws.

.2 “DIRECT REPORTING RELATIONSHIP” – is a relationship in which an employee or elected official has authority to:

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

4. GENERAL STATEMENTS

The Pelham Public Library Board recognizes that its effectiveness as a service organization is determined largely by the quality of its work force.

The Pelham 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*.
- (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) encourages promotion from within its workforce subject to qualifications, skills and work experience to successfully perform the duties of the position
- d) does not tolerate acts of favoritism, 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 pecuniary interest and avoid discussion, influence or voting on issues where they have a pecuniary interest.

5. GENERAL PROVISIONS

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

.2 The appointment of the Library Director is the sole responsibility of the Library Board.

.3 The appointment of the Assistant Library Director is subject to the recommendation of a committee composed of the Library Director and Library Board.

.4 The Library Director shall have the authority to employ, appoint, advise on performance to the Library Board, promote, demote, discipline, or suspend an employee of the Public Library. Dismissal of staff shall take place with approval of the Library Board.

.5 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.

.6 **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.

In situations where related employees may, for any reason come into a direct reporting relationship the Public Library may consider alternatives to avoid the relationship.

.7 The Library Director is accountable for ensuring compliance with this policy with respect to Public Library employees.

6. VACANCIES

.1 The Pelham Public Library Board approves new job descriptions, ensures incorporation of same into financial estimates and gives authority to the Library Director to advertise and fill the position(s) within estimates.

.2 i) When a position becomes available, the Pelham Public Library's succession plan will be consulted. The Library Board encourages promotion from within its workforce. Employees judged to have the necessary aptitude, education, skills and experience may, upon recommendation of the CEO and with the approval of the Library Board, undertake a position on a trial basis. After three months, the staff member will be evaluated and the appointment considered permanent after approval of the Library Board. In the event the appointment is not satisfactory to either party, the staff member will resume their prior position or a reasonable equivalent in the organization.

ii) In the event no succession plan exists for positions, and Section 6.2.iii does not apply the position will be posted internally and externally. Employees of the Public Library applying for positions will be considered with external applicants according to the qualifications and requirements sought for the position.

iii) In order to expedite hiring and in some instances abide by project regulations (age limits for grants hiring summer staff, for example), exceptions to Section 6.2.ii may include occasional positions (10 hours per week or less) or grant/project staff. Library staff may consider on-file applications and prior unsuccessful position applicants for these positions.

.3 Former employees of the Public Library who have left voluntarily or through no fault of their own and who make application for reemployment will be given consideration. A re-employed person must waive all rights accruing from prior service. It is Public Library policy not to re-employ those who are discharged for cause.

.4 ***Ontarians with Disabilities Act*** - Persons with disabilities will be considered for employment on the basis of their capability for a particular job. The Pelham Public Library Board will make all reasonable accommodations for disabilities for new employees. Disabilities which do not interfere with performance shall not disqualify a person. Disabilities which require, in the opinion of the Library Board and the CEO, unrealistic accommodation or may pose potentially hazardous conditions to the employee, the Library Board or the public are grounds for disqualification.

.5 Ontario Human Rights Code – 5 (1). "Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin,

citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability."

.6 While respecting the Code, the Pelham Public Library must observe due diligence to ensure the safety and security of staff, patrons and resources.

Employees over 18 with public/financial contact must provide at the time of job interview a Criminal Record Check acceptable to the employer with respect to the position offered.

.7 Recruitment from outside the organization including full time regular and part time positions shall take place by means of an advertisement in a local weekly newspaper, public postings and distribution to regional public libraries. Depending on the position to be filled the use of other publications with a wider circulation, association newsletters and applicable association websites (eg the Ontario Library Association Jobsite) and the Service Canada Jobbank may be used at the discretion of the Library Director and/or the Library Board.

.8 The Pelham Public Library is the site where applications for employment will be accepted and retained according to the Town of Pelham's records retention policy.

.9 All recruitment competitions will be considered complete only on the acceptance of a written offer of employment from the Library Director or designate.

This policy replaces Personnel Policy Section 3, October 1991

Approved by Library Board: September 8, 2004

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