

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE2
<i>MANDATORY</i>	Topic: HIRING PROCESS	Page: 1 of 2
Date: Feb. 23 '11 Revised: Jun. 12 '15 Reviewed: Nov. 27 '19	Authorized by:	

This policy establishes the Library's hiring process.

1. The *Municipal Act* (SO 2001, c.25, s.270) provides that a municipality and a local board shall adopt policies with respect to the hiring of employees, including:
 - a) The hiring of relatives of a member of a local board;
 - b) The hiring of relatives of existing employees for the local board; and,
 - c) Any other prescribed matter.
2. Approval to create a new position or fill an existing position is given by the Library Board in writing.
3. The process to fill the CEO/Librarian position is conducted by the full Library Board.
4. The process to fill all other staff positions is conducted by the CEO/Librarian and at least one other member of the Library Board.
5. All positions must have a written job description (approved by the Library Board within the last four calendar years) and an approved wage prior to any advertising for candidates.
6. All positions shall be internally posted for at least seven days, unless the Library Board directs otherwise. Positions shall then be advertised in the local media for a minimum of 14 days.
7. Relatives of current employees and Library Board members may be hired when the position is not under the immediate supervision of their relative. "Relative" is defined as:
 - a) Same- or opposite-sex spouse, including common-law partners;
 - b) Parent, step-parent, foster parent of the employee/Board member or of the employee's/Board member's spouse;
 - c) Child, step-child of the employee/Board member or of the employee's/Board member's spouse;
 - d) Grandparent, step-grandparent, grandchild or step-grandchild of the employee/Board member or of the employee's/Board member's spouse;
 - e) The spouse of a child of the employee/Board member;
 - f) The employee's/Board member's siblings;
 - g) A relative of the employee/Board member who is dependent on the employee/Board member for care or assistance.

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8. When filling any position except CEO/Librarian, the CEO/Librarian and at least one member of the Board shall jointly review all applications and select a short-list of candidates for interview.
9. Interviews are held in the Library.
10. Two references shall be required of every candidate. Each candidate must consent in writing to the contacting of these references for the Library's hiring purposes. References are checked for the shortlisted candidate(s) only.
11. Successful candidates must supply a current Criminal Records Check completed by the Ontario Provincial Police at the applicant's expense.
12. An offer of employment shall be made by the chair of the Library Board (for the CEO/Librarian) or by the CEO/Librarian for all other positions. If the candidate accepts the offer, the hiring must be confirmed by a motion of the Library Board at the Board's next regular meeting. The successful candidate shall be given a written notice of hire confirming the employee's start date, regular hours of work and hourly wage.
13. Unsuccessful candidates will be contacted by letter.
14. All materials related to the successful candidate's hiring process shall become part of the employee's Personnel File. Materials relating to unsuccessful candidates shall be retained for no longer than six months, and then destroyed by shredding.
15. If rehiring is necessary within six months of the previous hire for a position, one of the original applicants may fill the position if no suitable internal candidate is available.