



Draft for Review
RECRUITMENT AND SELECTION POLICY

PURPOSE AND SCOPE:

The purpose of this Policy is to ensure that the Library's process for recruitment and selection of employees is consistent, equitable, and transparent; and that it maintains confidentiality as necessary.

This Policy applies only to paid employees who are regularly employed by the Library, including employees hired under a temporary contract. It does not apply to short-term program service contractors (see Programming Policy) nor to volunteers (see Volunteer Policy).

Personnel policies for non-union employees are contained in the Non-Union Personnel Policy, and those for union employees are contained in the respective Collective Agreement.

In a case where this Policy is in conflict with any Collective Agreement signed with an employee group, the Collective Agreement will take precedence.

EQUITABLE HIRING:

The Newmarket Public Library is an equal opportunity employer and supports fairness and equal opportunity in Recruitment and Selection and objectivity in evaluating qualifications, ability and merit.

In all employment practices, the Newmarket Public Library subscribes to the provisions of the current Employment Standards Act of Ontario, the current Ontario Human Rights Code, and current regulations under the Access for Ontarians with Disabilities Act. The Library will give appropriate consideration to reasonable accommodation for persons with disabilities in its application, interview, and hiring practices.

HIRING OF RELATIVES:

The Policy of the Newmarket Public Library Board is that relatives of Library Board Members and staff will not be hired.

For the purposes of this procedure, the term "relative" is defined as the spouse, children, parents, grandparents, grandchildren, siblings, or aunts and uncles, nieces, nephews and in-laws. Two persons residing in the same household who present themselves to the community as "a family" may not be employed by the Library at the same time although they may not be legally related. Relatives of employees working in Town of Newmarket departments are not given special consideration in employment.

Exceptions will be made only in the case where two employees become related through marriage after both commenced employment at the Newmarket Public Library. In this instance, the two employees will not be able to work in positions where one employee who is related to another could affect the performance evaluation or conditions of employment of the other. Such being the case, one employee will be required to apply for a transfer when the next suitable vacancy occurs.

RESPONSIBILITIES OF THE LIBRARY BOARD & CHIEF EXECUTIVE OFFICER (CEO)

- 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.
- The Board hires, evaluates, sets the level of remuneration, and, if necessary, dismisses the CEO
- The CEO hires, evaluates, promotes and, if necessary, dismisses all other employees of the Library; and shall keep the Library Board informed of such actions.
- The CEO advises the Board on staffing requirements.
- The Board approves staffing levels as part of its budget approval.

UNSOLICITED APPLICATIONS:

The Library will accept unsolicited applications for employment at any time, and will retain them in the Human Resources file for a period of six (6) months. The Library is not obligated to make any acknowledgement of receipt.

JOB COMPETITIONS:

In order to initiate a hiring competition, the approval of the CEO is required. If the position is not consistent with staffing budgets approved by the Board, specific Board approval is required.

Once a competition is approved, the opportunity must be posted to the attention of existing staff for a period of at least one (1) week. Simultaneous internal and external advertising may be undertaken. Any posting may be rescinded by the Library at any time until an offer of employment has been made.

Job postings will contain a description of the duties, required qualifications, desired competencies, hours of work, the grade and salary range, and the deadline for applications. Job posting will include a statement regarding availability of accommodations for persons with a disability in the recruitment process. If the position is a new one, a new job description can be created with the approval of the CEO; in this case the posting must indicate that the grade and salary level are subject to Job Evaluation. The Library reserves the right to reject applications not received by the posted deadline.

SELECTION:

The selection process will be conducted by a selection panel comprised of at least two (2) non-union members, on the approval of the CEO. Job applicants selected to participate in an assessment or selection process shall be notified that accommodations are available upon request in relation to the materials or processes to be used.

The panel shall select candidates, which may be from among the applicants for the position as well as from applications on file. The panel reserves the right to select only those candidates which it deems best match the required qualifications and desired competencies; however, internal applicants who meet the required qualifications must be considered as candidates. The panel is not obligated to give preference to internal applicants except where specified by the Collective Agreement.

The panel shall choose a successful candidate based on pre-determined assessment criteria, which may include performance in an interview, a written assignment or skills test, reference checks, personnel file review for internal candidates, and other bona fide job requirements for recommendation to the CEO for final approval.

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Recruitment and Selection Policy

Approved by the Newmarket Public Library Board December 15, 2004

Revision Approved January 18, 2012

The Newmarket Public Library shall not be responsible for assuming expenses including travel and accommodation costs for a candidate to attend a job interview.

Questions and any skills testing used in interviews must be documented, consistent and with a consistent weighted scoring system.

A minimum of two (2) reference checks must be completed before an offer of hire is made. A candidate must sign a list of referees (*Appendix 1 or any other hard copy list*) giving the employer permission to contact them. Reference check information must be kept in strict confidence.

MEDICAL ASSESSMENTS AND CRIMINAL REFERENCE CHECKS:

The Library may require a medical examination and/or a criminal reference check as a condition of employment at the time of the job offer. This may entail making a conditional offer of employment and setting a reasonable time limit for the candidate to obtain the required document, failing which the candidate's employment may be terminated without cause. This requirement must be pre-determined as part of the selection process and must be communicated in advance to all candidates. The cost of such an exam or check shall be the responsibility of the candidate.

When bona fide physical requirements exist for a position, a medical exam may be required in order to verify that a physician feels the successful candidate would be physically capable of performing the tasks outlined.

When hiring a candidate who in the course of their job would have occasion to be alone with a child or vulnerable adult for more than a brief moment, the successful candidate may be required to provide a criminal reference check as evidence that he/she is clear of unpardoned criminal offences.

OFFERING/CONFIRMING HIRE

An offer of employment must be made verbally, by telephone or in person. When making the offer of employment, the successful applicant shall be notified of the Library's procedures, for accommodating employees with disabilities. Once the offer is accepted, the candidate must sign a written letter of offer in order to finalize the offer.

If the offer is declined, an offer may be made to another applicant, or the posting may be rescinded and the process reconsidered.

Unsuccessful candidates must be notified, but not until after a successful candidate has accepted a job offer. Applicants not chosen as candidates do not need to be notified. Internal applicants may request a feedback interview.

EMPLOYEE ORIENTATION:

New employees must be provided with the following information: a job description, details of pay and of benefits, and a copy of either the Collective Agreement or the Non-Union Personnel Policy.

It is the employer's responsibility to complete paperwork as timely as possible for the employee to be paid at the next applicable pay date, and to commence benefit coverage. However, the employer is not responsible for delays due to late receipt of documents from the employee.

New employees must be informed of the applicable probationary period and conditions as detailed in the Non-Union Personnel Policy or the applicable Collective Agreement.

RECORDS OF EMPLOYMENT:

A personal file will be developed for each employee upon hiring and retained for the duration of the employee's work life with the Newmarket Public Library. The information retained will include:

- a) details of the date of hire, current salary and position title, benefit details, disciplinary/congratulatory correspondence and any other pertinent employment information such as leave records, change of address forms, etc.
- b) All employees have the right to access their own personnel file, with appropriate notice for the purpose of advising the CEO of incorrect information and/or disputing information he/she does not concur with.

EXIT INTERVIEWS:

Employees who are leaving the Newmarket Public Library will be provided with necessary paperwork or information related to benefits termination. In addition, an exit interview may be conducted by the CEO or designate to solicit feedback from the employee about his/her employment with the Newmarket Public Library.

RELEASING EMPLOYMENT REFERENCES:

When a reference request is received from a potential employer for a current or former Library employee, the reference may be given by the CEO, Deputy CEO, or the employee's supervising manager. It must be ascertained and documented that the employee has given the Library or the individual the permission to release reference information (*Appendix 2 or other electronic or written correspondence*). In addition, a record must be kept of the reference including the requestor's name and organization.

The information given in a reference must be factual and based on documented job performance.

If the supervising manager does not feel comfortable giving the reference, or if the person was discharged, the call should be referred to the CEO or designate.

RELATED POLICIES:

Full-time Collective Agreement

Part-time Collective Agreement

Non-Union Personnel Policy

[Integrated Standards Regulation Policy](#)

Program Policy

Volunteer Policy

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APPENDIX 1

NEWMARKET PUBLIC LIBRARY

REFERENCE AUTHORIZATION FORM

(Authorization for Collection of personal Information)

I, _____, authorize the Newmarket Public Library Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file(s), for the purpose of verifying my suitability for employment by the Newmarket Public Library Board.

In addition, the persons or organizations listed are authorized to release such information.

This authorization will remain in effect for three (3) months from the date below.

Please provide the names of references who have supervised you directly.

| NAME OF CONTACT PERSON & ORGANIZATION | POSITION/TITLE | TELEPHONE NO. |
|--|----------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature

Date



APPENDIX 2

NEWMARKET PUBLIC LIBRARY

REFERENCE RELEASE FORM

I, _____, do _____, do not _____ give the
Newmarket Public Library Board consent to provide references regarding my job performance to
prospective employers who enquire.

Dated: _____

Signed: _____