

<b>4.</b>	<b>PERSONNEL</b>	
<b>4.3.</b>	<b>Employment Process</b>	
<i>Effective</i>	<i>1986</i>	<i>Revised 1992, 2003, 2006</i>
<i>Next Review</i>	<i>2011</i>	

#### 4.3.1. Hiring

- 4.3.1.1. Positions will be filled internally whenever an existing staff member can meet qualifications.
- 4.3.1.2. Relatives of employees or Board members can be appointed to positions providing there is no real or perceived potential for one family member to exercise influence or direct administrative control in the working relationship over their relative. A relative is defined as being a: biological or legal parent, sibling, child, grandparent, grandchild, cousin, uncle, aunt, niece, nephew, guardian, ward, spouse or in-law.
- 4.3.1.3. Applicants' references will be checked before hiring.
- 4.3.1.4. Appointments will be made in writing.
- 4.3.1.5. New employees are required to read the policy manual and procedure manual in order to acquaint themselves with Library policies.
- 4.3.1.6. New employees shall sign a letter to acknowledge the receipt of the policy manual and procedure manual, and the requirement that reading these documents is a condition of employment.

#### 4.3.2. Criminal Record Check

- 4.3.2.1. All new employees are required to apply for a criminal record check as a condition of employment with the Library.
- 4.3.2.2. The Library shall determine the relevancy of a confirmed criminal record and reserve the right to subsequently deny the applicant employment.
- 4.3.2.3. The Library will incur the cost of obtaining a criminal record check.

#### 4.3.3. Probation

- 4.3.3.1. The first three months of employment will be a probationary period for full-time employees. The first six months of employment will be a probationary period for part-time employees. A performance appraisal will be completed between the employee and the supervisor prior to the end of the employee's probationary period.
- 4.3.3.2. An unsatisfactory appraisal will result in either termination or an extension of the probationary period for up to 3 months as determined by the supervisor.
- 4.3.3.3. Upon promotion the probationary period will be the same as the initial appointment. A performance appraisal will also be completed prior to the end of the period. An unsatisfactory appraisal will result in either an extension of the probationary period for up to 3 months or a return of the employee to their former classification as determined by the supervisor.

#### 4.3.4. Reviews

- 4.3.4.1. The performance of each employee will be reviewed annually.
- 4.3.4.2. Performance reviews will be placed on the employee's file.