

HR-10	RECRUITMENT & HIRING		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1991, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To define the hiring and performance review processes.

2. SCOPE

The Library Board, Chief Librarian and Library employees are responsible for the application of this policy.

3. DEFINITIONS

Relative – A biological or legal parent, step-parent, sibling, child, grandparent, grandchild, cousin, uncle, aunt, niece, nephew, guardian, ward, spouse or in-law parent.

4. AUTHORITY TO RECRUIT

- a. The Chief Librarian has the sole authority to recruit for established positions. This authority may be delegated to other staff at the Chief Librarian’s discretion.
- b. The criteria for filling positions in the Library will be assessed based on an analysis of the current and anticipated future needs of the Library.
- c. Any change to staffing levels which exceeds the approved salary budget must be approved by the Board prior to execution.
- d. The Chief Librarian shall monitor the staffing levels on a regular basis and justify filling vacancies before commencing recruitment.
- e. The Chief Librarian shall inform the Personnel Liaison and then the Board prior to any significant reorganization or changes to staffing levels that are intended to be of a long-term nature, and that result in a change to employees’ status.
- f. The Chief Librarian, or designate, may vary staffing levels at their own discretion for temporary or casual employees, provided that such variances do not exceed the funds allocated in the budget.

5. JOB DESCRIPTIONS

- a. The Chief Librarian shall ensure job descriptions exist for all positions at the Library, that they are kept current, and that employees are provided with access to those descriptions.
- b. A job description must be developed for any new position prior to the start of the recruitment process.

6. RECRUITMENT

- a. The Library shall seek to recruit the best candidate for a job based on merit. The recruitment and selection process aims to identify the person best suited to the job and the Library.
- b. The Chief Librarian will establish a process with the goal of ensuring that the recruitment and selection of staff is conducted in a timely and responsive manner, and in compliance with current employment legislation.
- c. The Library shall treat all candidates fairly, equitably, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

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- d. The Library shall promote best practices in recruitment and selection. It shall continuously develop its recruitment and selection methods to allow new ideas and approaches.

7. RECRUITMENT OF CHIEF LIBRARIAN

- a. Part 2, Section 9 of the *Library Act* stipulates that the Library Board “must appoint a chief librarian.”
- b. The Board shall determine specific criteria at the time of posting for the position.
- c. The Library Board is responsible for conducting a rigorous recruitment and selection process when the Library has a vacancy of the Chief Librarian position.
 - ◆ The Board shall convene a Chief Librarian Recruitment Committee consisting of the Chair, Vice-Chair and Personnel Liaison.
 - ◆ The Recruitment Committee may invite up to two other trustees who wish to participate in the process.
- d. This group shall meet to develop for the Board’s endorsement:
 - ◆ A job description
 - ◆ Candidate qualities and qualifications
 - ◆ Salary range
 - ◆ The approach to recruitment
- e. The Committee is responsible to make its recommendation for the appointment of a qualified Chief Librarian to the full Board for their approval.
- f. All parties are responsible to hire within the *BC Human Rights Code* and to maintain confidentiality throughout the process.
- g. In the interests of a fair and secure process for all candidates, confidentiality throughout the process is paramount, and participants in this process must adhere to confidentiality at all times.

8. HIRING

- a. Positions will be filled internally whenever an existing staff member can meet qualifications.
- b. Relatives of employees or Board members can be appointed to positions if they are the best candidate 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.
- c. New employees are required to acknowledge in writing that they are responsible for abiding by the Library’s policies during the discharge of their duties, and that they understand that this is a condition of employment.
- d. All appointments shall be made in writing by the Chief Librarian, or designate.

9. CRIMINAL RECORD CHECKS

- a. As the Library has a responsibility to provide a safe and welcoming environment for its users and employees, a criminal record check is a condition of employment. Disclosure of a criminal record may preclude employment with the Library.
 - i. The Library shall determine the relevance of a confirmed criminal record and reserves the right to subsequently deny the applicant employment.

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- b. All employees are to undergo a criminal record check every 5 years as required by the *Criminal Records Review Act*.
- c. The Library will incur the cost of obtaining a criminal record check for prospective and existing employees.

10. NEW EMPLOYEE ORIENTATION

- a. The Library considers that an effective employee orientation program is fundamental to the long-term interest of both the employee and the Library.
- b. The Chief Librarian shall ensure all new employees participate in a new employee orientation program that includes:
 - i. Health & Safety orientation training;
 - ii. An overview of the policy manual;
 - iii. The expectations and requirements of the job, including the Employee Code of Conduct;
 - iv. Other orientation and/or job training required to support the employee’s success in their new position.

RELATED POLICIES

- HR-02 Employee Code of Conduct
- HR-30 Occupational Health & Safety