

POLICY 3.1.1.1

BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL TOWNSHIP OF RUSSELL PUBLIC LIBRARY



Type of policy : Operational policy
Titre de la politique : Hiring Policy
Policy number : 3.1.1.1
Approval date : June 21, 2006

Dates of modifications and revisions:

March 19, 2014 (Modification - procedures for position posting - elaboration of the job offer : accessibility accommodations ; Section 8. pre- selection of applications : accommodations for persons with disabilities; Section 14.1 – Motion 14.03.6.2)

Date of next review : 2017

PURPOSE

1. LEGISLATIVE AUTHORITY :

The Municipal Act 2001, Part VI, Section 270, as amended, states that a local board shall adopt policies with respect to the hiring of its employees including policies with respect to:

- a) the hiring of relatives of a member of the local board;
- b) the hiring of relatives of existing employees of the local board; and
- c) any other prescribed matter.

2. MUNICIPAL BY-LAW:

The Council of the Corporation of the Township of Russell has adopted By-law 77-2004 to govern the hiring of employees of the Corporation of the Township of Russell.

POLICY STATEMENT

The Board wishes to establish internal and external recruitment processes for the hiring of employees to fill contractual and full-time and part-time permanent positions. This policy has been prepared so that all employees, supervisors and department heads be acquainted with the method that the Library wants to endow for the temporary or permanent hiring of all new employees recruited from inside and outside the organization. This policy shall be used as a management tool explaining the role and responsibilities of every person having to form and/or sit on a selection jury to approve of a selected candidate. This policy does not apply to Summer students unless specified.

The Board formally expresses its intentions to take all necessary measures to recruit the best human resources available, free of all discrimination and believes that the establishment of a written policy will guide all employees involved in the recruitment process.

Internal Competition:

These procedures apply to all non-management permanent full-time, part-time and contract employees of the Board. The Library may provide an opportunity for internal staff to apply to vacancy internally for two weeks prior to advertising externally.

Procedures:

- The Library is reorganizing and therefore eliminating and creating positions. The Board may open the competition to existing employees prior to proceeding with an external competition.
- All positions being posted internally will be posted for two weeks and will follow the same process as the external competitions.

Internal/External Competition:

The CEO may choose to have simultaneous internal and external advertising of a position if it is very unlikely that staff within the organization will be able to meet the specific qualifications required for the position. Procedures to be followed are the same as the external competition.

External Competition:

Supervisory and management positions can be posted internally and externally on a simultaneous basis or just externally. All external positions will be posted for a period of two weeks.

Procedures for Position Posting:

1. Elaboration or Revision of the Job Description

The CEO prepares a draft of the job description or revises an existing job description.

2. Elaboration of the Job Offer

The CEO prepares the job offer.

Accessibility accommodations

All job offers must include the following statement:

- * The Library will endeavour to accommodate job applicants with a disability during the hiring process.
- * The Library will endeavour to accommodate an employee with a disability in order for such employee to be able to perform the essential duties of their job.
- * This job posting will be made available in an alternative format upon request.

3. Publication of the Job Offer

All job offers will be posted on the Library's web site. The CEO will determine which of the local or regional newspapers, specialized or other specific locations and means of advertisement will be used for the publication of the job offer in accordance with the needs and budget of the Library.

4. Receipt of Applications

The minimum deadline will be set at 4:00 pm, two weeks following the last publication of the job offer. The minimum deadline may exceptionally be shortened with the approval of the Board.

The CEO accepts and records all applications received prior to the deadline. All applications are stamped with the date they are received at the Library's administrative office. The time of reception is also indicated on all applications received on the day of the deadline.

The CEO records all applications received after the deadline, but these are not considered. They are stamped on the day they are received and the time of reception is

also indicated and a note is added stating that they have been received late.

5. Selection Jury

The jurors are chosen by the CEO and approved by the Board. A minimum of two (2) jurors shall compose the jury and should ideally consist of one man and one woman. One of the jurors is designated Head Juror by the CEO and shall have the task of leading the interview process.

The CEO will inform the jurors of various responsibilities relevant to the legislation such as the *Human Rights Code of Ontario*, the *Employment Standards Act*, etc. The interview questionnaire, the answers, the score, the job description and the posting shall also be reviewed with the jurors.

When the selection jury includes one or more individuals other than the staff or Board members, this (these) person(s) only has (have) the power to recommend his (their) choice to the jury. The final recommendation is made by jurors employed by the Board.

6. Tests or Interview Scheduling

The CEO determines the schedule of the tests and/or interviews of the candidates according to their availability and the recruitment needs.

7. Development of Tests and Interview Questionnaire

The CEO shall prepare all the necessary information required for the tests and the interview questionnaire.

Each candidate shall undergo French and/or English oral and written tests and/or any other tests before, during and/or after the interview if applicable to the position. These tests shall have a predetermined time limit and shall also clearly indicate how they will be assessed (for example: spelling, content and style of the answer, precision and accuracy of data or calculation, etc.).

The interview questionnaire shall consist of general or precise questions and role-plays related to the job description of the position to fill.

The interview questionnaire shall also indicate the acceptable answers, the scoring of each question and possibly identify the juror chosen to ask the question. Other answers may be deemed acceptable by the jury during the interview.

Finally, the compatibility test shall be completed after each interview by each juror. This test allows the juror to subjectively express what he perceives from the comments, behaviour, job application and interview of the candidate.

8. Pre-selection of Applications According to the Posted Criteria

a) The selection jury reviews each of the applications received and evaluates them according to the posted criteria. When one or several of the selection criteria posted cannot be assessed on the application or resume, the application of that candidate may be rejected. A summary must indicate the name of the candidates, which criteria are met, and identifies which candidates to invite for the tests or interview.

b) Any candidate, including summer students, who is a member of the immediate family of a Board employee in a management/supervisory position cannot be retained. The immediate family includes the spouse, common-law spouse, father, mother, brother, sister, son, daughter, stepbrother, stepsister, stepson, stepdaughter and grandchildren.

- c) Any candidate who is a member of the immediate family of a Board or municipal employee cannot be retained for a management/supervisory position.
- d) Any candidate, including summer students, who is a member of the immediate family of a Board or Municipal Council member cannot be retained for a position.
- e) The CEO will send the following documents to any candidate who requests them: job description, salary scale, organizational chart and general or public information on the Library.

Following the selection of the applicants retained for an interview, the CEO will contact the candidates retained and inform them of:

- a) the location of the tests and/or interview;
- b) if there will be written or physical tests or other practical tests (on computers, etc.);
- c) the capability of the Library to adapt its premises to meet specific needs of the candidate (ex.: approach ramp for handicapped persons, physical adjustment of the tests and/or interview site);
- d) use of French and/or English in the interview process;
- e) the duration of the tests (if applicable);
- f) the duration of the interview;
- g) the exclusion clause for candidates who are members of the immediate family.

The selection of time of interview is left to the candidates who are called according to the alphabetical order of their surname. If they are not available to take the call, the next candidate is called. The candidates who will not have been reached will be called back.

If the Library is unable to reach a candidate prior to forty-eight (48) hours of the interview, his/her application may be set aside or it may be replaced by another candidate chosen by the selection jury.

Accommodation for Persons with Disabilities

* The Library will endeavour to accommodate job applicants with a disability during the hiring process in accordance with OHRC guidelines and other applicable legislation.

* During a recruitment process, the Library will notify all job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

* If a selected applicant requests an accommodation, the Library shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

9. Notice of Attendance of Applicants Interview Sessions by the Selection Jury

Upon arrival of the candidates for the interview, the welcoming person shall provide a copy of the job description along with any other relevant documents. If possible, to ensure confidentiality, the site at which candidates are welcomed shall be different from the interview and/or test location.

At the beginning of the interview, the Head Juror is responsible for welcoming the candidate and introducing the members of the selection jury. He/she shall explain the interview process and inquire if the candidate has any questions regarding the job description or the organizational chart.

During the interview, members of the selection jury shall ask the questions prepared in the interview questionnaire. Each juror shall ask questions and take notes in order to justify the given score.

When the oral interview is over, the Head Juror shall ask the candidate if he/she has other questions for the selection jury. Finally, he/she will thank the candidate, advise him/her of the required time limit for the selection, ask the candidate to indicate the date of his/her availability, confirm to the candidate how he/she will be advised and escort him/her to the exit.

10. Verification of the Candidate's References

Each candidate must complete the appropriate reference form. The candidates shall be advised that references related to present or previous positions are necessary. The Head Juror must notify them that only the references of the selected candidate will be checked. The CEO or Head Juror is responsible for verifying the references and must attach such report to the note of recommendation of the jury. No job offer shall be made unless references are judged to be satisfactory.

11. Identification of the Candidate to Hire and Other Candidates on the Eligibility List

The selection jury recommends its choice, in writing, to the CEO or to the Board, along with the other candidates that should be placed on the eligibility list.

a) Eligibility List:

An eligibility list may be recommended by the selection jury so that the Board acknowledges the names of candidates who might have been retained for the job. This list may be useful if the same position or another position of similar nature must be filled by the candidates outside the organization in the twelve (12) months following the hiring of the first candidate. The Board or the CEO may recommend the hiring of one of these persons without going through the recruitment process again.

Whenever the Library resorts to that list, the job offer is made to the best-ranked candidate and whose references are judged satisfactory. The CEO shall advise the Board of all job offers he/she wishes to make to a person on the eligibility list before that person is hired by the Board.

b) Selection Method:

It is recommended that the choice of the candidate to be hired be unanimous. When there is less than 3% of the total score between the best candidates, the jurors must discuss and review the applications in question.

12. Approval of the Selected Applicant

The CEO approves the hiring of Board employees; he/she reviews the recruitment file and ensures that the process described in this policy has been followed.

The Board approves the appointment of the CEO; it reviews the recruitment file and ensures that the process described in this policy has been followed.

13. Selection Notice

- 1) The selected candidate is notified verbally by the CEO or Head Juror and they determine a hiring date which is mutually acceptable. The selected candidate is advised of the Library's criminal reference check requirement and notified of the Library's policies to accommodate employees with disabilities.

A letter is then sent to the selected candidate to advise him/her officially of the decision and confirm any other agreement(s) between the selected candidate and the Library. Employment will not commence until the results of the criminal reference check are known. Candidates will not be hired if the criminal reference check does not meet the expectations of the Board.

A letter is sent to the other candidates who have been interviewed to advise them of the decision. The candidates placed on the eligibility list are notified in that letter.

14. Hiring Documents

The CEO or Head Juror shall prepare the hiring documents and these must be signed by the employee and the CEO or Board Chair before the employee starts his/her employment.

15. Total of Partial Exemption

Any request to be exempt totally or partially from this policy regarding the external recruitment process must be approved by the Board.