

HR 101 HIRING PROCEDURES

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Section 1: Job Description

A written job description shall be developed for each staff position. The CEO's job description shall be prepared by the Library Board. All other job descriptions shall be prepared by the CEO, in consultation with the person holding that position (if applicable) and/or the Personnel Committee.

A job description shall include the following:

- a) job title
- b) qualifications required
- c) salary range
- d) hours to be worked
- e) specific tasks
- f) supervisory responsibilities
- g) record keeping and reports
- h) accountability

Job descriptions are to be reviewed annually and updated as required.

A copy of the job description shall be filed by the CEO in the library's personnel file, a copy given to the employee on hiring or revised, and a copy added to the personnel policy manual.

Section 2: Orientation and Training

The CEO shall ensure that the time is spent with the new employee during the first few days on the job, on

- a) an orientation to the library building, services, and organizational structure;

Section 2: Orientation and Training, Continued;

- b) a detailed examination of the job description and the library's personnel policy
- c) step-by step training on procedures for specific tasks

Section 3: Letter of Agreement

When a person is employed by the Library Board, the employee shall receive from the CEO (or, in the case of a newly hired CEO, from the Library Board) a written statement outlining agreement reached by the employee and the library.

The statement shall include:

- a) congratulations and welcome to the library staff
- b) the library's decision to hire the employee for the particular position
- c) that the employee will initially be hired on a probationary basis for a specified number of months
- d) the date and time the employee should be present to begin work
- e) the hours of work
- f) the rate of pay, benefits and vacation during and after the probationary period
- g) the length of notice required according to board policy in case of termination or resignation

Two copies of this statement will be signed by the library employee and the CEO, and a copy will be filed in the library's personnel file as well as one provided to the employee.

Section 3: Personnel Files

The CEO shall keep a complete and up-to-date file on each employee.

This personnel file shall include:

- a) resume or completed application form
- b) letter of agreement or contract
- c) correspondence concerning the employee
- d) job evaluation forms
- e) job description
- f) emergency information (OHIP #, next of kin)
- g) record of current salary and increments
- h) other relevant documentation the employer or employee wishes to add.

An employee may view the contents of his or her own file and may add material to the file in the presence of the CEO.

All personnel files are the property of the library.

All personnel files shall be kept confidential.