



Section of Policy Manual: Personnel	Policy No. : PER-06
Subject: Hiring and Orientation	Policy Approval Date: May 8, 2025 Date Last Approved: Sept. 12, 2019
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**Section 1: POLICY STATEMENT**

To achieve its mission, the Gravenhurst Public Library Board seeks to hire the most qualified employees possible, based on individual merit and ability. The Library Board will also ensure that recruitment and interviewing practices are consistent, fair and non-discriminatory as outlined in the **Employment Standards Act**, S.O. 2000.

Under the **Municipal Act**, Section 270 (20), the GPL Board, as a local board is required to adopt and maintain policies in the hiring of employees, and this policy meets that legislative requirement.

**Section 2: JOB DESCRIPTIONS**

1. A current job description is maintained for each position. The job description includes:
  - a. Duties, tasks, and responsibilities of the position
  - b. The importance of the position with regards to the mission of the Library
  - c. Minimum competencies/experience/education required to do the work
  - d. Reporting relationship
2. Job descriptions are reviewed every two years to ensure that they are aligned with the mission of the GPL Board and that they accurately reflect the work being done.
3. Changes to the written job description will trigger a job evaluation review using the job evaluation framework established by the Town of Gravenhurst’s Pay Equity Plan. The job evaluation review may change the compensation rate for a job.



### Section 3: RECRUITMENT PROCEDURES AND SELECTION

1. To be eligible to work at the Library an applicant must have the following:
  - a. a valid social insurance number
  - b. Canadian citizenship, permanent resident status or a valid work permit and
  - c. Qualifications outlined in the job posting
2. In addition, any position involving work with vulnerable people using library services including children, youth, and users with disabilities also requires a vulnerable sector check obtained from the local police services. The presence of a conviction indicating a behaviour that may put at risk the safety of library users would disqualify a candidate from working for the Library. The expense associated with the check will be reimbursed by GPL to the new hire.
3. At all stages of the recruitment process, as outlined in the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**, the Library will make clear that accommodations are available, upon request, for applicants with disabilities. (see also PER-19 Accessibility and Staff)
4. The Library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a job.

#### A. Posting and Advertising

Available positions will be posted in print and on the Library's website , on the Town's website with partner organizations, academic institutions offering programs in related fields, and on professional job boards.

The details contained in the job posting or advertisement may vary, depending upon the level of the position. At a minimum, the job posting/advertisement will contain the job title, core responsibilities, necessary and preferred qualifications, deadline and contact name for receipt of applications. The posting or advertisement will include the wage or salary range and a statement that only those applicants selected for an interview will be contacted.

Applications are received by the Town of Gravenhurst's Human Resource Department and forwarded to the CEO/Chief Librarian.



The Town of Gravenhurst's Human Resource Department will keep separate files for all job postings and/or competitions. Employment applications will be kept on active file for a period of three (3) years.

The Library will ensure that employees with disabilities receive information in an alternate format or with communication support if required, about opportunities to apply for new positions or vacancies.

#### B. Interview/Selection Process

The CEO/Chief Librarian and/or their designate will review the applications and select the candidates to be interviewed, based on valid, consistent selection criteria methods.

Interviews will be conducted by the CEO/Chief Librarian and another staff member or Board member, depending on the position being filled.

Teleconference or video-conference interviewing may be considered for candidates who would otherwise have to travel a significant distance for a face-to-face interview.

Interviewers will assess applicants according to established qualifications, knowledge, experience and ability to perform the required duties, including the ability to meet the physical demands of the job. Due consideration will be given to reasonable accommodation in accordance with the AODA and Human Rights legislation.

The ultimate goal will be to hire an applicant who possesses the knowledge, skills, abilities and other attributes required to successfully perform the job. To achieve this goal, a structured interview plan will be utilized. To increase the validity, reliability and consistency of the interview structure and process, all candidates will be asked the same questions and assessed against the same set of job-related competencies. Interviewers will independently complete an Interview Matrix Scoring form (Appendix A), which will be used in the rating/scoring process to measure candidates against an objective job description. The interview may also include testing for skills that are required for the job.



The final decision will be reached after reviewing the interviewee's responses, competencies, the objectives of the hiring and selection process, and the person-organization "fit."

#### C. Interview Expenses

Recognizing that the filling of certain positions may require recruitment from afar, it may be necessary to consider reimbursement for overnight accommodation and mileage at the current per km/rate, economy airfare or train fare.

Reimbursement of expenses will be considered on a case-by-case basis, at the discretion of the CEO/Chief Librarian.

#### D. Reference Checks

A minimum of three reference checks are required and are undertaken for all prospective employees by the CEO/ Chief Librarian prior to any verbal or written offer of employment. A reference check will be conducted based on authorization by the applicant.

#### E. Second Interview

If necessary, a second interview will be conducted with the preferred candidate(s), to expand responses provided in the first interview and/or queries that have arisen from reference checks.

If no candidate proves suitable for the position a review will be undertaken to determine the reasons for the absence of a suitable candidate.

Prior to commencing a new hiring process, any required adjustments and/or modifications may be made subject to findings in the review process (i.e. job description, rate of pay, advertising methods, etc.).

#### F. Employment Offer

A verbal offer of employment confirming the start date and salary will be made to the successful candidate by the CEO/Chief Librarian.

Upon acceptance, the CEO/Chief Librarian will send a letter offering employment to the prospective employee confirming the terms of employment. The letter of employment will include the Library's policy for accommodating employees with disabilities. The letter of employment will be signed by the employee and



returned to the CEO/Chief Librarian before the commencement of work. All other applicants who received interviews will be notified and thanked for their interest.

After the hiring process is complete, the CEO/Chief Librarian will forward the hiring information to the Town of Gravenhurst's Human Resources Department for payroll, benefits and filing etc.

#### **Section 4: EMPLOYMENT OF FAMILY MEMBERS**

1. Immediate relatives of existing employees or Board members may be hired or promoted provided that no potential or real conflict of interest exists from a reporting or supervisory relationship.
2. An immediate relative includes a spouse (including common-law spouse), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.
3. Summer employment for the children of employees is acceptable if there is no direct reporting relationship.

#### **Section 5: PROBATION**

1. A probationary period allows for assessment by both the incumbent and the CEO/Chief Librarian of the suitability of the new employee for the position. The probationary period is six (6) months during which:
  - a. training, coaching and feedback is provided
  - b. a performance review is completed
  - c. the probationary period may be extended
  - d. the employee may be terminated

#### **Section 6: ACTING POSITIONS**

1. The CEO/Chief Librarian may appoint an employee to assume the duties of another during an absence. If the appointment is for longer than three (3) weeks, the salary will be adjusted if the acting position is at a higher level than the employee's normal rate of pay.



## **Section 7: ORIENTATION**

1. A new employee receives an orientation about their role and the mission and services of the Library.
2. The orientation includes a review of relevant policies and procedures including workplace accommodation policies as outlined in the Gravenhurst Public Library's Policy PER-19 Accessibility and Staff.
3. As part of a new employee's orientation they will participate in training required under provincial legislation such as Basic Occupational Health and Safety Awareness Training (see PER-17 Health and Safety) and the Accessibility for Ontarians with Disabilities Act (AODA) Customer Services Training (see PER-19 Accessibility and Staff).
4. All newly hired library staff will need to review Policy PER-13 Workplace Discrimination and Harassment and Policy PER-14 Prevention of Workplace Violence.
5. At the end of orientation, employees will be asked to sign their acknowledgement of the Code of Conduct Policy and Confidentiality Statement (see Policies PER-12 and PAT-01).

## **Related Documents**

***Employment Standards Act, S.O. 2000***

***Municipal Act, Section 270 (20)***

***Accessibility for Ontarians Act 2005***

***Gravenhurst Public Library Policy PER-19 Accessibility and Staff***

***Gravenhurst Public Library Policy PER-17 Health and Safety***

***Gravenhurst Public Library Policy PER-13 Workplace Discrimination and Harassment***

***Gravenhurst Public Library Policy PER-14 Prevention of Workplace Violence***

***Gravenhurst Public Library Policy PER-12 Employee Code of Conduct***

***Gravenhurst Public Library Policy PAT-01 Privacy, Access to Information and Electronic messages under CASL Appendix A: Employee Confidentiality Statement***

***Gravenhurst Public Library Policy PER-06 Hiring and Orientation Appendix A: Interview Matrix Scoring Sheet***

***Gravenhurst Public Library New Hire Checklist***