

Title:	Hiring Policy	Policy Number: 400-01
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 2004-12-13	
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PURPOSE

This policy ensures that the Library provides equal opportunity for employment without discrimination, employs the best-qualified candidates and avoids any conflict of interest or the perception of bias in the selection process.

SCOPE

All those who seek employment with the Sault Ste. Marie Public Library or seek different employment opportunities from within the Library.

DEFINITIONS

Direct reporting relationship - when an employee reports directly to another employee.

Prohibited grounds - discrimination in employment against people on the basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, marital status, place of origin, race, record of offenses, sex/gender identity, and sexual orientation.

Related employees

- Spouse: Person to whom the employee is legally married or is in a common law relationship
- Child: Natural, adopted or step-child
- Parent: Father, mother, step-father, step-mother,
- Siblings: Brother or sister, half-sibling, step-sibling,
- In-laws: Father/mother in-law, sister/brother in-law, son/daughter in-law or equivalent

Supervision - having formal direct responsibility for the day-to-day duties and responsibilities of another employee.

Vulnerable Persons - Being vulnerable is defined as in need of special care, support, or protection because of age, disability, risk of abuse or neglect.

POLICY STATEMENT

The Library Board is committed to ensuring that hiring is based on merit and the following criteria and selection process:

- Qualifications

- Key competencies
- Applicable experiences (including references)
- Performance
- Collective agreement requirements

Direct reporting relationships where a related employee has direct supervision and/or authority to administer monetary gain, performance evaluations, discipline or recommend for hire or promotion are prohibited.

An active member of the Library Board shall not be considered for appointment to the library staff.

The provisions of the Ontario Human Rights Code shall be followed, including non-discrimination towards prospective employees for any reasons that are described as prohibitive grounds.

CRIMINAL RECORD CHECK

A current police Criminal Record Check with a vulnerable sector check is required for an applicant offered a position involving work with vulnerable persons. The Criminal Record Check with a vulnerable sector check must be submitted to the Administration Office prior to any employee commencing work.

The substance of criminal record is judged according to the following criteria:

- o Number of criminal convictions for the same offence.
- o Time elapsed from the most recent criminal conviction.
- o How the criminal conviction relates to the position.
- o Consider convictions, not arrests, when reviewing candidate Criminal Record Check.

The presence of any criminal conviction indicating a behaviour that may put at risk the safety of the Library, staff or users would disqualify a candidate from working for the library.

ACCOMODATIONS

The Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.

RELATED POLICIES

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence