

# Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section: Personnel

Number: F-II-1

Title: Eligibility for Employment

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## Policy

It is the intent of Burk's Falls, Armour & Ryerson Union Public Library to hire the best person available for any job vacancy in order to provide the best quality services to the clients and to ensure that the library has the staffing available to deliver the services of the library. To this end, the Burk's Falls, Armour & Ryerson Union Public Library will follow generally accepted hiring practices while abiding by relevant legislation (e.g., Employment Standards, Pay Equity, Employment Equity, Bill of Rights, AODA etc.).

## Procedures

1. Desirable qualities and qualifications of a prospective employee shall be based on the responsibilities and requirements outlined in the job description for the position being filled. Such qualities and qualifications may include education, special training, basic skills, experience, potential, personality, and compatibility. An applicant's suitability may be determined on the basis of the written application, the personal interview during which a test of skill may be given, and personal and professional references. Job Descriptions and qualifications shall be set by the Board for a prospective CEO and by the CEO for all other prospective employees.
2. To help ensure that staff appointments and subsequent administrative decisions are made in the best interests of the Library, a person who is a member of the Board shall not be considered for appointment to the library staff. In addition, an employee of the Board cannot be supervised by a member of his/her family, including families in common-law relationships, or share a common supervisor with a family member.
3. The provisions of the ***Ontario Human Rights Code*** shall be followed, including non-discrimination towards prospective employees for reasons of race, creed, colour, age, sex, sexual orientation, marital status, nationality, ancestry, or place of origin.
4. In considering appointments to temporary positions, preference shall be given to applicants whose qualifications should make them eligible for appointment to the permanent staff.