



BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-33
Title: Hiring & Orientation
Board Approval Date: June 10, 2025

Category: Operational
Policy Replacing: Personnel #3 (2014)
Year of next review: 2028

PURPOSE:

To achieve its mission, the Bracebridge Library seeks to hire the most qualified employees possible, based on individual merit and ability. Under the **Municipal Act**, Section 270(2), the Bracebridge Library Board is required to adopt and maintain policies on the hiring of employees, and this policy meets that legislative requirement.

POLICY STATEMENT

The Library seeks to identify and remove barriers to equitable employment and to promote a workplace that is inclusive, accessible, and representative of the community it serves.

Section 1: Job Descriptions

- 1.1 A current job description is maintained for each position. The job description includes:
 - duties, tasks and responsibilities of the position
 - the importance of the position with regard to the mission of the library
 - minimum competencies/experience/education required to do the work
 - reporting relationship
- 1.2. Job descriptions will be reviewed annually and updated as needed to reflect evolving responsibilities and organizational goals
- 1.3. Any significant change to a job description will trigger a review under the library's job evaluation process, as outlined in the Pay Equity Plan. Changes to job evaluation may result in adjustments to compensation.

Section 2: Recruitment Procedures and Selection

- 2.1. To be eligible to work at the library an applicant must have the following:
 - a valid social insurance number
 - Canadian citizenship, permanent resident status or valid work permit, and
 - qualifications and/or experience outlined in the job posting
- 2.2. In addition, any position involving work with vulnerable persons, including children, youth, or persons with disabilities, requires a current Vulnerable Sector Check from local police services. A record of criminal conviction related to the safety of vulnerable individuals may disqualify a candidate from employment.
- 2.3 The library is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to those listed in the job posting to achieve this goal.

- 2.4 At all stages of the recruitment process, as outlined in the Accessibility for Ontarians with Disabilities Act (AODA) legislation, the library will make clear that accommodations are available, upon request, for applicants with disabilities.” the library will make clear that reasonable accommodations are available, upon request, to enable applicants with disabilities to perform the essential functions of a job.
- 2.5 Vacancies will be posted on the library’s website and may also be advertised locally through various media or on sector-specific job boards
- 2.6 The library will ensure that employees with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for vacancies.
- 2.7 Job postings will include:
- Key duties and responsibilities
 - Required qualifications
 - Hours of work, salary range, and application deadline.
- 2.8 Criteria used to select the appropriate individual will be documented and applied consistently. The selection may also include interviews, reference checks and testing for skills that are required for the job.
- 2.9 At least two references are contacted for the preferred candidate.
- 2.10 A successful candidate will receive a written offer of employment outlining the terms of the position, and will include:
- Role, responsibilities, and proposed start date
 - Salary and benefits
 - Probationary terms
 - The library’s accommodation policy
- The offer must be signed and returned before the start date.
- 2.11 Once the signed letter of employment has been received at the library, other candidates interviewed are advised of the decision and thanked for their interest. Interviewed individuals making inquiries on their unsuccessful application will be given information on how they were assessed based on the set criteria.
- 2.12 Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept according to OP-30: Records Retention.

Section 3: Employment of Family Members

- 3.1 Immediate family members of the CEO & Chief Librarian or members of the Library Board are not eligible for employment with the library.
- 3.2. Immediate family members of other employees may be considered for employment provided there is no direct or indirect supervisory relationship, nor any other conflict of interest

- 3.3. An immediate relative includes a spouse, partner, parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.
- 3.4. Seasonal or casual employment of immediate family members (e.g., summer students) is permitted if there is no reporting relationship and the position is filled through a fair and transparent process.

Section 4: Probation

- 4.1. A probation period allows for assessment, by both the incumbent and the CEO/supervisor, of the suitability of the employee for the new role. The length of the probationary period will be stated in the offer of employment and may vary based on the position type.
- 4.2. During probation:
 - ongoing training, coaching and feedback is provided
 - a performance review is completed
 - the probationary period may be extended, if necessary
 - the employee may be terminated/released from employment if performance expectations are not met

Section 5: Acting Positions

- 5.1. The CEO may appoint an employee to assume the duties of another during an absence.
- 5.2. If the appointment lasts longer than three (3) weeks, the employee's salary will be temporarily adjusted if the acting position is at a higher classification.

Section 6: Orientation

- 6.1. A new employee receives a structured orientation process that includes:
 - Introduction to the Library's mission, vision and services
 - Review of relevant policies and procedures including workplace accommodation policies
 - Department-specific training, introductions to staff, and a tour of the facility.
 - Job specific training and a workplace tour
 - Introduction to team members and leadership
 - Truth and Reconciliation training
- 6.2. Mandatory Provincial legislated training will be scheduled, including:
 - Basic Occupational Health and Safety Awareness Training
 - Accessibility for Ontarians with Disabilities (AODA) Customer Service Training.

At the end of the orientation period, employees will be asked to sign the Policy Acknowledgement Statement and Confidentiality Statement

Related Documents: OP-30: Records Retention; OP-24: Workplace Violence; OP-25: Harassment & Discrimination; Employment Standards Act, 2000

Previous versions: Personnel # 3 (2014), Personnel # 3 (2008)