



Recruitment, Selection & Hiring

STATEMENT OF PURPOSE

The Board is committed to having in place a fair and equitable recruitment, selection, and hiring process. The Board is also committed to establishing effective procedures to ensure that every reasonable step is taken to attract, assess, and retain the best qualified candidates to complement GVPL's mission, vision and value statements.

RECRUITMENT, SELECTION AND HIRING OF THE CHIEF EXECUTIVE OFFICER (CEO)

The Board is solely responsible for recruiting, selecting, hiring, evaluating, and terminating the CEO.

The Board will establish a Selection Committee and approve the terms and conditions of the recruitment, selection, and hiring process.

RECRUITMENT, SELECTION AND HIRING OF OTHER EXEMPT STAFF

The CEO is responsible for ensuring that the recruitment, selection and hiring process complies with this policy and administrative procedures. The CEO or his designate will establish a process for filling vacancies for all other exempt staff positions

The CEO will set out in a written employment contract the terms and conditions under which exempt staff are employed.

RECRUITMENT, SELECTION AND HIRING OF OTHER STAFF

The CEO is responsible for ensuring that there are appropriate administrative procedures in place for the recruitment, selection, and hiring of all other staff. All such procedures will observe Collective Agreement requirements regarding the posting and filling of vacancies.

All staff appointments, transfers, and promotions are made by the CEO or his designate on the recommendation of the appropriate exempt staff member.



HIRING OF FAMILY MEMBERS

Relatives of Library Board members and of Library employees may be appointed to the staff, unless such an appointment creates a supervisory/subordinate relationship. In the event that this situation should arise, one of the employees will be transferred to a comparable position in another department at the first opportunity.

Where a supervisory/subordinate relationship would exist, relatives may be called in only in an emergency, where no other relief is available. This situation should occur occasionally only.

No special advantage will be given, or favouritism shown, in hiring relatives of Library Board members or employees.

For purposes of this policy, a relative is defined as a parent, spouse (including common-law), brother, sister, child, grandparent, grandchild, or in-law.

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