

Hiring Policy

Last Updated September 28, 2017 by Board Motion	Reviewed Annually by management & in June by the Library Board	Policy Number A10
Point of Contact Deputy CEO / Director of HR		Pages: 2

POLICY STATEMENT

The Pickering Public Library will ensure that the most suitable candidate is selected for a position in compliance with all legislation, including the Ontario Human Rights Code, as well as contractual obligations, and related prevailing policies and procedures. All competitions are based on merit, fairness and consistency and a candidate's ability to perform the job effectively in the new position.

POLICY PRINCIPLES

1. Hiring relatives

To minimize conflict of interest a person known to be a relative of a current employee or of a current Board member, shall not be eligible for hiring. A relative shall be defined as a spouse, child, or parent as defined by the Ontario Human Rights Code.

Applicants must disclose above relationships in advance to Human Resources. Current employees and Board members must disclose these relationships to applicants in advance to Human Resources.

2. Diversity in Hiring

The Library believes in recruiting and retaining a qualified workforce that reflects our community. We value a diverse workforce and are committed to hiring practices that are fair and equitable. Diversity is directly linked to workplace



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excellence, creativity and innovation which are fundamental principles for the Pickering Public Library.

By reflecting the community we serve, with its diverse cultures, perspectives, abilities and languages, the Library can continue to provide exceptional public service to all of our residents ensuring that the Board's primary Ends are achieved. Towards this end, the Library will engage in proactive recruitment efforts that focus on increasing diversity.

Alternate formats available upon request. Please talk to Library staff.

Related Policies:

Code of Conduct (Administrative Policy A29)