

Hiring Policy

1. Introduction – Ensuring No Conflict of Interest

This policy is to ensure that the Library employs the best-qualified candidate and avoids any conflict of interest with respect to the employment of relatives.

1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library

“Human Resources” shall mean the Human Resources department of the Town of St. Marys

“Relative” shall mean any one of the following and shall include step or in-law relationships:

- Aunt/Uncle
- Brothers/Sisters
- Daughter/Son
- Spouse or common-law spouse
- Father/Mother
- Grandmother/Grandfather

2. Principle

Hiring is on the basis of merit and the following criteria will govern during the selection process:

- Knowledge, skills, education, experience, qualification, references, performance, length of service
- Ability and skill to perform duties of the position.

The Library also provides equality of opportunity for employment without discrimination, consistent with the Ontario Human Rights Code.

Relatives cannot work in positions in which one directly or indirectly supervises and/or is able to influence the working relationship of the other or would otherwise create a perceived conflict of interest. As long as this is not so, a relative of an existing employee, who is identified as being the best candidate, may be hired.

Relatives of Board members and the CEO shall not be employed by the Library.

To ensure the integrity of the hiring process, the Library will not tolerate acts of favoritism or discrimination or undue influence or discrimination by Board members, elected officials or other influential individuals. All selected candidates will be required to provide a criminal records clearance and a vulnerable sector check.

3. Influence/Reporting

Examples of influence include, but are not limited to the following:

- Participating in an employment panel review
- Participating or attempting to influence in the areas of:
 - Compensation and Benefits
 - Hiring
 - Promotion
 - Entertainment of a grievance or other complaint
 - Discipline and terminations
 - Approving expenses or overtime
 - Having access to confidential information which may be of interest to the relative.

A direct reporting relationship is when one relative reports directly to the other. An indirect reporting relationship is when one relative reports through one or more intermediary positions to a relative or where the relative has the ability, as a result of their duties and responsibilities, to influence the other's working conditions and/or exert influence.

4. Enforcement

Potential conflicts are to be reported to the CEO for determination, prior to a hiring decision being made. The decision made by the CEO will be final and binding.

Conformity with this policy requires that family relationships as defined in Section 1.1 Definitions be stated on the employment application and subsequent family relationships are to be reported to the CEO.

Where a change in a Library staff's employment or marital status results in a conflict with this policy, the CEO shall, in consultation with the staff involved, explore options required to eliminate the conflict.

This policy comes into force March 17, 2005 and will not be retroactive.

History

Date of Latest Board Approval: December 2011

Date(s) of Revision(s): March 2005

Date of next scheduled review: December 2014

Related Documents

Town of St. Marys Policy – Team Member’s Handbook (Corp -003)

The Municipal Act Municipal Conflict of Interest Act

Ontario Human Rights Code