

	<b>POLICY:</b> <b>Hiring and Management of Employees</b>		<b>POLICY NO:</b> <b>HR 01</b>
	<b>POLICY LEVEL:</b> <b>Library Board</b>	<b>LAST REVIEW / REVISION DATE:</b> SEPTEMBER 5, 2023	<b>SCHEDULED REVIEW DATE:</b> SEPTEMBER 2027

## Hiring and Management of Employees

In accordance with the Public Libraries Act. R.S.O. 1990, c. P44, s. 15(1): A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.

The Stratford Public Library Board delegates operational decisions regarding the recruitment, hiring, management, and dismissal of Stratford Public Library (SPL) employees to the Chief Executive Officer.

Decisions made by the CEO must be made within the framework of the Library Board’s strategic plan, in the best interests both of the Stratford Public Library and its customers, and meet any legal requirements.

Such decisions will be reported to the Library Board as part of the CEO’s regular board report, or in closed session as appropriate.

### Recruitment and Hiring

The CEO will establish procedures for the recruitment and hiring of staff and will:

- advertise any position in a manner and to the extent appropriate to attract the interest of suitable candidates;
- establish hiring processes which ensure that the successful candidate has the characteristics and skills necessary to be successful in the position to be filled;
- avoid potential or real conflicts of interest with candidates who are current Library Board members or relatives of current employees; and
- are in accordance with applicable legislation and Library Board policies.

### Management of Staff

- When necessary, issues affecting the management of staff will be brought to the attention of the Board through the CEO’s management report to the Library Board.
- Disagreements regarding the treatment of staff which are not resolved at the staff level may be referred through the Chair to the Library Board for final and binding decisions.

### Terms and Conditions of Employment

- The Board of the SPL determines the terms and conditions of its employees.
- The Board shall review the terms and conditions of its employees periodically.
- The Board shall approve all changes to the terms and conditions of its employees.

### Related Documents:

- Public Libraries Act, RSO 1990
- Ontario Employment Standards Act, S.O. 2000
- Ontario Human Rights Code, R.S.O. 1990
- Occupational Health and Safety Act, R.S.O. 1990

- Pay Equity Act, R.S.O. 1990
- LB 03 Board Job Description
- LB 04 CEO Job Description
- LB 05 Delegation of Authority
- LB 06 Board Code of Conduct
- Stratford Public Library Staff Manual

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