



SECTION 6: HUMAN RESOURCES

POLICY 6.3: EMPLOYMENT PROCESS

Passed:

Amended: January 24, 2024

The following policy applies to all positions except to the Library Director.

6.3.1 Authorization

All appointments must be authorized by the Library Director.

6.3.2 Job Postings

Job vacancies will be posted as per [Articles 12.01 to 12.08](#) of the Collective Agreement.

6.3.3 False Information

False information provided on the application form, either through misrepresentation or omission, may result in the dismissal of the employee.

6.3.4 Family Members

Family members related to current employees will be considered for employment under the same criteria as other applicants, however no two members of the same *immediate family** may work together in a supervisory/reporting relationship, including temporary transfers and informal oversight/assigning of duties. Family members, including members of the same immediate family, may work in the same work group/department subject to the approval of the department manager, following an evaluation of the potential for favouritism and conflicts of interest (and any other potential concerns).

In all cases, no current employee shall participate on the Selection Committee for any position for which a member of their immediate family has applied.

If two employees become members of the same *immediate family** during the course of their employment, and such relationship creates or could create a conflict of interest, the employees are required to notify their department manager(s). Failure to do so may result in disciplinary action. If, in the judgment of management, a conflict of interest may arise as a result of the situation, all reasonable accommodations to resolve the conflict of interest will be considered, including transfers, reassignments, or changes in shifts or duties.

*For the purposes of this section, in accordance with the definition found in the BC Employment Standards Act, *immediate family member* shall be defined as any:

- spouse/partner, including any person to whom the employee is married or with whom the person is living in a conjugal relationship
- child/grandchild, including step-child/grandchild



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- parent/grandparent, including legal guardian or step-parent/grandparent
- sibling, including step-sibling
- person living with the employee on an indefinite basis

6.3.5 Criminal Records Checks

All new employees are required to undergo a criminal record check under the Criminal Records Review Program (CRRP) and successfully pass as a condition of their employment. Their employment will not be official until the Library receives clearance from the Ministry of Justice.

All staff are required to have a CRRP criminal record check every five years.

All non-Board volunteers, including representatives of community partner organizations involved in delivering library programs and services, are required to have a CRRP criminal record check every five years, unless the partner organization provides the library with written confirmation of a clean CRRP criminal record check on behalf of their representative(s).

As part of the recruitment process carried out by the City of Prince George, all newly appointed or reappointed Board members are required to undergo a RCMP criminal record check.