



SECTION 6: HUMAN RESOURCES

POLICY 6.3: EMPLOYMENT PROCESS

Passed:

Amended: 6.3 - February 26, 2014

The following policy applies to all positions except to the Chief Librarian.

6.3.1 Authorization

All appointments must be authorized by the Chief Librarian or Manager of Finance and Administration.

6.3.2 Job Postings

All vacancies will be posted on the staff bulletin boards at both the Bob Harkins Branch and the Nechako Branch.

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 Relatives

Relatives of staff members are to be considered for employment under the same criteria as other applicants except that they may not be employed in the same department or in a position where there could be supervisory responsibilities between family members.

In all cases, Library employees shall not participate on the Selection Committee for any position for which their spouse or relative has applied.

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 are required to have a CRRP criminal record check every two years.

All Board members upon appointment or reappointment are required to undergo a RCMP criminal record check.



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6.3.6 References

References will be supplied within three weeks of request or as prior agreement, and at the sole discretion of the employee and supervisor. May be abrogated at the supervisor's discretion by no notice or insufficient notice of resignation.