

STAFFING POLICIES

HIRING

All positions are to be advertised in local media and will require a formal letter of application.

A hiring committee consisting of two board members and the Library Manager will review applications and select candidates for interview. A formal interview will take place by the board hiring committee.

Skills required:

Computer literacy is necessary.

Candidate must demonstrate organizational skills and be able to interact positively with the public.

Oral and written communication skills are required.

Preference will be given to candidates with library experience and/or applicants with training in library related courses.

Summer Student

The Library Manager and up to two (2) board members will interview the student. Children of other staff members are not eligible.

EMPLOYEE CODE OF CONDUCT

Every employee is expected to act in a professional, responsible, and courteous manner so as to foster a positive and productive working environment. Inappropriate or unprofessional behaviour is disruptive and unproductive. Employees will use common sense and good judgment in achieving this goal.

The Library Manager, with support of the Board of Directors, and not that of any individual employee, is the authority for what is acceptable and what is not. It is impossible to identify all standards of conduct that are unacceptable. An employee's conduct is not made acceptable solely because the employee believes it to be. An employee may not excuse their conduct because this guideline does not specifically prohibit the objectionable conduct.

ATTENDANCE IN THE WORKPLACE

An employee's health and safety must always take priority over attending work. Employees are not expected to come to work if they are ill or if road and weather conditions make it dangerous or impossible to travel.

If an employee has a virus or other infection that is contagious, he or she is encouraged to not come to work. If an employee cannot, for any reason, attend work the library manager is to be notified as soon as possible.

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