

HR: EMP14 – Terms and Conditions of Employment

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Revised:
Approved: Sept. 2020

POLICY:

The Library Board requires terms and conditions of employment for all staff related to their eligibility of employment that is in compliance with various legislation and sound employment practices. Accordingly, all staff must comply with these requirements.

PURPOSE:

The purposes of the terms and conditions policy is to ensure that all staff are aware of and comply with their obligations related to their employment prior to accepting employment with the organization.

DEFINITIONS:

Eligibility for Employment: In compliance with federal legislation, new employees, if requested and as a condition of employment, must present documentation establishing their identity and their eligibility to legally work in Canada. A valid Social Insurance Number, landed immigrant papers, employment visa or temporary work permit is deemed sufficient for this purpose. Failure to provide such proof constitutes just cause for immediate dismissal, without notice or compensation in lieu of notice.

Employment Application: Any misrepresentations, falsifications or material omissions in any data requested on the Employment Application or data requested during the hiring documentation process shall result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment for cause, without notice or compensation in lieu of notice.

Employment Reference Checks and Pre-employment Clearances: The Library checks the employment references of all final candidates for employment. Offers of employment are contingent upon obtaining satisfactory reference checks, Criminal Records check, and Child Welfare checks. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference checks with a candidate's current employer are not made unless the candidate's permission is first obtained. Reference checks from current employers are requested only after a conditional offer of employment is accepted.

Probationary Period: All newly hired employees are required to serve a Probationary Period during the first three (3) months after their date of hire. (This period is six (6) months for the Library Director position.) Any absence during the



Probationary Period will automatically extend the period by the length of the absence. The employee is deemed as Probationary during this period and their benefits eligibility is affected accordingly.

Confidentiality: As Privacy and Security is everyone's responsibility all employees are required to become familiar with and adhere to all policies, maintaining confidentiality and respecting privacy at all times. Failure to maintain appropriate confidentiality and privacy standards will be subject to appropriate disciplinary action, up to and including dismissal.

PROCEDURE:

1. Employees are required to observe and adhere to all organizational published policies and practices at all times.
2. The conditions in this Statement of Terms and Conditions shall be outlined to each prospective employee either during the selection process and/or when an employment offer is extended and forms part of the offer of employment.
3. Copies of interview notes will be retained in the employee's personal file.
4. Applications will be screened by the Library Director and where appropriate Administrative Assistant in consultation with the Board Chair.
5. Selection of the successful candidate will be based on the merit principle. Where the qualifications of candidates are deemed equivalent, preference will normally be given to internal candidates.
6. Reference checks will be conducted on the proposed successful candidate(s) to ensure the individual(s) possess the requisite expertise, knowledge, skills, and suitability to successfully perform the job function. All appropriate security clearances will be conducted and ensured prior to any offer of hire.
7. Subject to satisfactory clearances, job offers will be in writing utilizing a standardized job offer letter reflecting the position title, start date, job status (i.e. full time, part time, casual or temporary), rate of pay, benefits eligibility and probationary period to be served. This offer of employment must be signed in writing before commencing work.
8. The pay rate assigned to the position available to the new incumbent will be based on the wage and salary guidelines approved by the Board and within approved budgetary limits.
9. Recruitment to the position of Library Director will be conducted using these principles by an appointed committee of the Board. For all other positions, the recruitment will be conducted by or under the authorization of the Library Director, utilizing this policy and procedures. ♦

