

## **5.2 Recruitment and Hiring of Staff**

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The Town of Coaldale Library Board, following the recommendation of a Trustee ad hoc recruitment committee, is responsible for hiring the Head Librarian.

1. The committee should consist of three board member's and be struck within seven days of a resignation of the Head Librarian to initiate the hiring process.
2. The committee will have the option of using the Town of Coaldale's hiring resources, or proceed on their own.
3. The committee will review applications, selecting candidates to be interviewed by the committee
4. All internal candidates will automatically receive interviews.
5. The committee will present its preferred candidate to the Board for approval.
6. An offer letter will be sent to the successful applicant outlining the particulars of the position and requesting a written response and references. Upon acceptance of the offer, the Town of Coaldale will be notified of the Board's selection
7. The Head Librarian Applicant will complete a six-month probation period and a successful review before permanent employment status is granted. The Coaldale Public Library Board retains the legal discretion to terminate employees at any time during their probationary period, without recourse of the grievance procedure.

The Head Librarian is responsible for hiring Library staff.

8. An offer letter will be sent to the successful applicant outlining the particulars of the position and requesting a response in writing from the applicant.
9. Library new hires will complete a three month probation before permanent employment status is granted. The Head Librarian retains the legal discretion to terminate employees at any time during their probationary period, without recourse of the grievance procedure.
10. Two or more family members may be employed at the Library at the same time if:
  - a. The second family member to apply to the Library has clearly specified on her/his application form that another family member is employed at the Library; and
  - b. members of the same family are not employed in a direct superior-subordinate relationship.

Police Check Requirements for all staff

11. A Police Information Check and references are required for all successful applicants.
12. A Police Information Check must be submitted within 30 days of the date of hiring.
13. Police checks for all employees must be updated every three years.