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7.02 RECRUITMENT, SELECTION AND HIRING OF STAFF

POLICY:

The Red Deer Library Board is an equal opportunity employer. The Board ensures that applicants and staff are treated in accordance with the existing employment, safety and human rights legislation applicable to the Board. The best qualified candidate shall be appointed for a given position.

.01 Authority for Recruitment

- ✍ The total number of positions required to operate the Library shall be determined by the Board.
- ✍ The Director in consultation with the Board will determine the appropriateness of filling any vacant position.

.02 RECRUITMENT ADVERTISING

Recruitment advertising shall have the prior approval of the Director.

The Department Head of the Department in which the vacancy occurs shall arrange for the internal and external posting in accordance with these policies.

.03 POSTING

Vacant positions will be posted according to the CUPE Contract.

A job posting will include the following information:

- ✍ the basic duties of the position
- ✍ qualifications, knowledge, education and skills required
- ✍ the salary or wage rate
- ✍ the normal hours of work
- ✍ management/ excluded or bargaining unit position

.04 SCREENING

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The screening of the applications shall be based on the responsibility, education, qualifications, experience and ability required for the position. All applications will be acknowledged in writing. All applications shall be treated in the strictest confidence by all staff and Board members. Current job descriptions shall be provided to applicants upon request.

.05 SELECTION

After the Department Head and (where applicable) the supervisor have screened the applications, the following procedures shall apply:

PAGE - shall be interviewed by the applicable Department Head (e.g. Technical Services Librarian) and, if application, the Circulation Supervisor and one other Department Head.

LIBRARY ASSISTANT - shall be interviewed by the Supervisor (if applicable), the Department Head, and the Director or her designate.

.06 JOB OFFER

- ✍ All job offers for Pages and Library Assistants shall be approved by the Director prior to the offer being made to the successful candidate.
- ✍ The selection committee may extend a verbal offer to the successful applicant for a position in one of the foregoing classifications, followed by a written offer signed by the Director.

.07 CALL-IN

Department Heads, upon approval of the Director and following the procedures developed by the Labour-Management Committee, may maintain a list of eligible staff members to be called in to cover available shifts in their areas of supervision, should regularly scheduled employees also eligible for substitution not be available.

Call-In Procedure

The Call-in Procedure has been developed and approved through the Labour-Management Committee. Its purpose is to allow for the development and maintenance of a list of eligible call-in employees to be called to fill an available shift after all reasonable effort

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has been made and the proper procedures followed to fill that shift by regularly scheduled staff eligible for substitution.

- 1) Department Heads may maintain a list of call-in employees eligible to be called in to substitute for an available shift when regularly scheduled staff members also eligible to substitute are not available.
- 2) Eligible call-in employees are those employees:
 - ? Without regularly scheduled shifts at the Red Deer Public Library
 - ? Who have been trained in the Department to which they are called
 - ? Who meet the minimum qualifications of hiring for the positions to which they may be called OR who were employed for regularly scheduled shifts in the call-in position for a period longer than 5 years and performed the duties of call-in position in a fully satisfactory manner.
- 3) Eligible call-in employees shall be entered on payroll with deductions, including union dues and benefits and including vacation pay calculated for the hours worked on a pay period by pay period basis.
- 4) The list of eligible employees shall include:
 - ? The name and phone number of the employee
 - ? The area(s) for which the employee is eligible to be called
- 5) Eligible employees are designated by Library Management and may include former employees who were regularly scheduled at the Red Deer Public Library or new employees trained specifically for the Call-In List.
- 6) The salary rate will be at the starting level in the classification for which the employee is called in.
- 7) Call-in employees, as per the Union Contract, Article 2.03 (c), shall be considered “temporary employees.”