

Recruitment and Retention Policy

<i>Topic</i>	Human Resources
<i>Authority</i>	Board
<i>Related Documents</i>	Alberta Employment Standards Code Collective Agreement between Wood Buffalo Regional Library and Canadian Union of Public Employees Local 2157-01

The Regional Municipality of Wood Buffalo Library Board is committed to hiring the most qualified employees in terms of attitude, skills, and ability to meet a position’s needs, in a fair, equitable and consistent manner.

The Board determines, through approval of the budget, the total amount of funds available for WBRL personnel. The Director determines the appropriateness of filling any vacant position.

Wood Buffalo Regional Library’s (WBRL) recruitment and selection process is:

- Free from undue influence and unsolicited feedback from those not directly involved in the recruitment process.
- Free from discrimination, as outlined in Alberta’s Human Rights Act.
- Based on the merit principle of hiring the best qualified candidate for the job.

Where mandated WBRL’s recruitment and selection process adheres to negotiated conditions of the Collective Agreement between WBRL and the Canadian Union of Public Employees Local 2157-01 (CUPE 2157-01).

Job Descriptions

The Board authorizes the Library Director to revise, update and create WBRL job descriptions as required.

- The Director reviews job descriptions at least once every three years or as required to ensure they reflect the work carried out by employees and volunteers, or when new positions are required.
- The Director updates job descriptions as needed, following review.

Job descriptions are accessible to all WBRL employees and volunteers.

Qualifications

A job description includes duties, qualifications, competencies, and requirements for each WBRL position. WBRL bases the essential and desirable qualifications, competencies, and requirements on the duties outlined in the job description for the position.

Qualifications and competencies include, but are not limited to:

- Education and training.
- Experience.
- Knowledge and abilities:
 - General.
 - Position and department.

- Communication.
- Personal behaviour and accountability.
- Leadership.
- Physical requirements.
- Other requirements, including travel and schedule.

Advertising

WBRL posts all positions internally and externally for a minimum of fourteen calendar days. Postings occur simultaneously for all positions.

WBRL may place external job advertisements in local and/or national newspapers, library employment online services, the WBRL website, and at other agencies and publications that are deemed appropriate for the position.

Interviewing

WBRL interviews applicants whose qualifications best match the needs of the position. Internal applicants for positions similar to the positions they already hold within the library may not be required to go through the interview process.

WBRL employs a fair and equitable interview process that is as consistent across all applicants as reasonably possible.

A minimum of two WBRL employees conduct interviews, including the manager or supervisor of the position WBRL is hiring for.

- This clause may be waived for a returning staff member (a person who has retired or resigned from the library within the previous six months).

For applicants who are more than 50 km outside of the Regional Municipality of Wood Buffalo:

- A telephone or Skype interview may be considered for the first interview.
- If travel to the WBRL is required, applicants may be reimbursed at the discretion of the Director for reasonable expenses after supplying original receipts and using the most economical form of transportation.

Nepotism

Immediate family members of current WBRL employees are subject to a fair and equitable process of recruitment and selection. An employee's immediate family member may be considered should the candidate have all requisite qualifications.

For the purposes of recruitment and hiring, WBRL defines immediate family as:

- Current spouse (including any common-law relationship).
- Parents, children, brother, or sister (including 'step' and 'in-law' relationships).
- Aunt, uncle, niece or nephew.

In order to avoid any potential conflict of interest, WBRL does not hire any person into a position where there is a reasonable possibility that they may supervise or be supervised by a member of their immediate family or where it could create a real or perceived conflict of interest.

WBRL employees cannot participate in the recruitment, selection, or promotion process where a candidate is an immediate family member.

Immediate family members of current Board members cannot be considered for employment.

References

WBRL completes a minimum of three reference checks (including character or employment) for all applicants considered for employment. This clause may be waived for a returning staff member.

If an unfavourable reference is received, then WBRL completes at least one additional reference check. WBRL does not consider applicants who are unable to provide references.

Conditions of Recruitment

In addition to possessing the qualifications outlined in the job posting and job description, the successful candidate must:

- Be 15 years of age or older.
- Hold a valid Social Insurance Number.
- Be a Canadian citizen, landed immigrant, or have a valid work permit that allows them to work for any employer.
- Provide a clear Vulnerable Sector Check conducted by the RCMP. The cost of the check is the responsibility of the successful candidate.

In certain circumstances, the successful candidate may be required to provide a driver's abstract. The cost of the driver's abstract is the responsibility of the successful candidate.

The successful candidate must also provide verification of educational requirements. Proof may be in the form of a copy of their certificate, diploma, or degree, or a copy of their college/university transcripts. Any cost associated with supplying this documentation is the responsibility of the successful candidate.

Offer of Employment

WBRL sends an official offer of employment to a successful candidate stating the position, compensation, hours of work, and benefits.

The successful candidate must accept the position in writing.

The Director notifies the Board of acceptance and appointment for all management roles.

History

Created: May, 1990.

Revised: May, 1997. January 20, 2016. February 16, 2022. February 15, 2023.