

**GREENSTONE PUBLIC LIBRARY BOARD  
HIRING POLICY**

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**SUBJECT: General**

**POLICY NO: HIR-1**

**APPROVAL DATE: May 3<sup>rd</sup>, 2006**

**BOARD MOTION: 06-020**

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1. All employees are employed by the Greenstone Public Library Board.
2. In all hiring practices, the Greenstone Public Library Board subscribes to the provisions of the current **Employment Standards Act** of Ontario and of the current **Ontario Human Rights Code**.
3. The Board hires and, if necessary, dismisses the Chief Executive Officer (CEO).
4. The CEO hires and, if necessary, dismisses all other employees.
5. Hiring is done on the basis of merit and the following points will be considered during the selection process:
  - skill and ability to perform the duties of the position as outlined in the job description
  - applicable experience or education
  - written application
  - personal interview

**GREENSTONE PUBLIC LIBRARY BOARD  
HIRING POLICY**

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**SUBJECT: Hiring of Relatives**

**POLICY NO: HIR-2**

**APPROVAL DATE: May 3<sup>rd</sup>, 2006**

**BOARD MOTION: 06-020**

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1. The purpose of this Policy is to set hiring guidelines with respect to the employment of relatives under which the Greenstone Public Library Board may operate while avoiding situations which may constitute nepotism or conflicts of interest.
  
2. "Family member" for the purposes of this Policy is defined as:
  - a) spouse, including common-law, and same-sex spouse;
  - b) parent, including step-parent and legal guardian;
  - c) child including step-child and
  - d) sibling
  
3. All candidates for positions with the Greenstone Public Library Board shall be given equal treatment with respect to employment regardless of their relationship to a Board member or an employee.
  
4. The Greenstone Public Library Board has the right under the *Ontario Human Rights Code* section 24.1(d) to grant or withhold employment or advancement in employment to a person who is a family member of a Board member, or an employee.
  
5. No family members of Board members shall be employed whose employment would place them in a direct reporting relationship to the Board.
  
6. No family members shall be employed whose employment would place them in a direct reporting relationship to each other.
  
7. A family member must not participate in any part of the selection process where another family member is an applicant. This includes the screening of applications, the interview process and reference checking.
  
8. When a family relationship develops that puts Board members or employees in a direct reporting relationship, that member of the Board or employee must declare a conflict of interest. It shall be the responsibility of the Board and the CEO to address this issue as soon as possible after it arises, and seek a solution in a manner that is fair and equitable to all parties concerned.
  
9. This Policy applies to all employment relationships excluding CAP student employment.