



Aurora Public Library Board

Hiring of Employees Policy

1. Purpose

Aurora Public Library (APL) is committed to fair, transparent, and equitable hiring practices that support a qualified, diverse, and inclusive workforce. This policy establishes the framework governing the hiring of employees and fulfills the requirement under Section 270(2) of the Municipal Act, 2001 that local boards adopt and maintain a policy respecting the hiring of employees.

2. Scope

This policy applies to all employees of Aurora Public Library, including full-time, part-time, temporary, contract, seasonal, and student employees. It applies to all stages of the employment lifecycle related to hiring, including recruitment, selection, appointment, probation, and orientation.

3. Guiding Principles

Aurora Public Library will:

- Hire the most qualified candidates based on merit, skills, experience, and demonstrated ability to perform the duties of the position.
- Conduct hiring processes that are fair, consistent, and free from discrimination.
- Promote equity, diversity, and inclusion and work to identify and remove barriers in recruitment and selection.
- Comply with all applicable legislation, collective agreements, and board-approved policies.

4. Legislative and Policy Framework

Hiring practices at Aurora Public Library are guided by, and must comply with, applicable legislation, including but not limited to:

- *Municipal Act, 2001*
- *Ontario Human Rights Code*
- *Employment Standards Act, 2000*
- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- *Occupational Health and Safety Act*
- Applicable collective agreements

5. Roles and Responsibilities

5.1 Library Board

The Library Board is responsible for:

- Adopting and maintaining this policy.
- Hiring and evaluating the Chief Executive Officer (CEO).

5.2 Chief Executive Officer (CEO)

The CEO is responsible for:

- Overseeing all staff hiring processes in accordance with this policy, legislation, and collective agreements.
- Ensuring hiring practices are fair, equitable, and consistently applied.
- Developing and maintaining administrative procedures to support this policy.

6. Job Descriptions

- A current job description shall be maintained for each position.
- Job descriptions will outline key duties and responsibilities, required qualifications, competencies, and reporting relationships.
- Job descriptions will be reviewed periodically to ensure alignment with organizational needs and priorities.
- Substantive changes to job duties may trigger a job evaluation review in accordance with APL's job evaluation and pay equity practices.

7. Recruitment and Selection

- Positions will normally be filled through a competitive recruitment process.
- Job postings will clearly outline the responsibilities, required qualifications, hours of work, and other relevant conditions of employment.
- Internal and external recruitment methods may be used, as appropriate.
- Selection criteria will be established in advance and applied consistently to all candidates.
- Selection processes may include interviews, reference checks, skills assessments, or other job-related evaluation tools.

Prior Professional Relationships

- The Library recognizes that candidates may have prior professional relationships with current employees or members of the interview panel through previous employment, volunteer activities, or professional collaboration.
- Any employee involved in a hiring process who has, or has had, a direct reporting, supervisory, or close professional relationship with a candidate from a previous organization must disclose this relationship in advance.

- Where a real or perceived conflict of interest may exist, appropriate measures will be taken to maintain the fairness and integrity of the process. These measures may include recusal from decision-making, modification of the selection process, or additional oversight.
- Prior professional familiarity alone does not disqualify a candidate from consideration.

8. Equity, Diversity, and Accommodation

- Aurora Public Library is committed to employment practices that are inclusive and equitable.
- In accordance with the *Ontario Human Rights Code* and AODA, accommodation will be provided upon request throughout the recruitment and selection process.
- Information about the availability of accommodation will be included in job postings and recruitment communications.

9. Employment Eligibility and Screening

- Candidates must meet eligibility requirements to work in Canada.
- A vulnerable sector check is a condition of employment for all Library staff.
- Information collected during recruitment will be used only for hiring purposes and managed in accordance with privacy legislation.

10. Hiring of Relatives/Conflict of Interest

- The employment of immediate relatives of existing employees or Library Board members is permitted only where no real or perceived conflict of interest exists.
- Immediate relatives include spouses (including common-law), parents, children, grandparents, grandchildren, siblings, aunts, uncles, nieces, nephews, and step-relatives.
- No employee shall be hired, promoted, or placed in a position where they would directly or indirectly supervise, or be supervised by, an immediate relative.

11. Probationary Period

- All newly hired employees will be subject to a probationary period, the length of which will be defined by position, employment status, or applicable collective agreement.
- The probationary period provides an opportunity to assess suitability for the role and for the employee to become familiar with expectations.

12. Acting Appointments

- The CEO may appoint an employee to an acting position during an absence or vacancy.

- Acting appointments and any related compensation adjustments will be managed in accordance with established procedures and applicable collective agreements.

13. Orientation

- All new employees will receive an orientation that introduces them to Aurora Public Library’s mission, values, policies, and procedures.
- Orientation will include required training under applicable legislation, including health and safety and accessibility requirements.

14. Records and Confidentiality

- Recruitment and selection records will be retained in accordance with legislative requirements and APL’s records retention practices.
- All personal information will be treated as confidential and used only for the purposes for which it was collected.

15. Review

This policy shall be reviewed periodically by the Library Board to ensure continued compliance with legislation and alignment with best practices.

Related Policies and Documents

- Human Resources Policies
- Accessibility Policy
- Workplace Respect and Human Rights Policy
- Conflict of Interest Policy
- Health and Safety Policy

Reviewed by: Executive Leadership Team, March 2026

Jodi Marr
 Chief Executive Officer

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