

# **HR 100 HIRING POLICY**

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In order to facilitate consistent and fair hiring practices the County of Prince Edward Public Library adopts the following recruitment policy.

This policy has been devised to eliminate any practice that may give rise to conflicts or difficulties for board members, CEO and employees with respect to the hiring of relatives of a member of council, library board, or existing employees of the municipality.

## **Section 1: Definitions**

### **1. Relative**

Wife, husband, father, mother, father-in-law, mother-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, common law spouse, grandchildren, niece, nephew, and/or foster child of a member of council, local board or existing employee of the municipality.

## **Section 2: Hiring of Relatives of Municipal Employees**

1. Hiring of individuals by the Library Board is subject to the following restrictions
  - a) The individual must not supervise a relative, or
  - b) The individual must not be supervised by a relative
  
2. Recruitment of a relative is permissible if the Library Board or CEO can establish that:
  - a) Standard competition procedures have not be circumvented
  - b) The applicant is the most qualified;
  - c) No undue influence was exerted on the recruiting officer;
  - d) No potential conflict or difficulties appear to exist.

3. No member of the Library Board, CEO, or employee who are related to an applicant for a position with the library shall be involved in the interview for the same. The member of the Library Board, CEO, or employee shall remain neutral and in no way influence the interviewers who are involved with the hiring of the position to which the relative has applied.