

## 5.2 Recruitment and Hiring of Staff

The Town of Coaldale Library Board, following the recommendation of a Trustee ad hoc recruitment committee, is responsible for hiring the Head Librarian. The Head Librarian is responsible for hiring Library staff.

1. A letter will be sent to a successful applicant outlining the particulars of the position and requesting a response in writing from the applicant.
2. A successful applicant will serve a six month probation period and will undergo a successful review before permanent employment status is granted. The Coaldale Public Library retain the legal discretion to terminate employees during the probationary period at any time without recourse of the grievance procedure.
3. A Police Information Check and three references are required for all successful applicants.
4. A Police Information Check must be submitted within 30 days of the date of hiring.
5. A Police Information Check must be updated every 3 years.
6. Two or more family members may be employed at the Library at the same time if:
  - a. The second family member to apply to the Library has clearly specified on her/his application form that another family member is employed at the Library; and
  - b. members of the same family are not employed in a direct superior-subordinate relationship.