

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.
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.