

POLICY: **STAFFING LEVELS AND AUTHORITY TO RECRUIT**

POLICY #: **B-HR-08**

COMMITTEE: Human Resources Committee

PASSED: 23 July 2015

TOPIC: Recruitment and Employment

AMENDED:

REVIEW PERIOD: As required.

## PURPOSE

This Policy is to provide staff with guidance on their recruiting responsibility and accountability.

## SCOPE

The Policy applies to Library staff with recruiting responsibilities.

## POLICY

The criteria for filling positions in the Library will be assessed based on an analysis of the current and anticipated future needs of the Library.

Any change to staffing levels which exceeds the approved salary budget envelope must be approved by the Board and submitted through the District of North Vancouver's financial planning process for approval prior to execution.

The Director of Library Services shall monitor the staffing levels of each department on a regular basis and require Managers to justify filling vacancies before authorizing the commencement of recruiting.

Significant departmental reorganization or increases/decreases to staffing levels that are intended to be of a long term nature and that result in a change to employees' status, shall be first brought to the attention of the Chairs of the Finance & Audit Committee, the Human Resources Committee and the Library Board prior to implementation, then approved by the Director of Library Services.

Managers may vary staffing levels on their own discretion for short term assignments, provided that funds allocated in the Operating Budget are not exceeded.

## ROLES AND RESPONSIBILITIES

**The Board** is responsible for maintaining this Policy.

**The Director of Library Services** is responsible for administering this Policy **in conjunction with the Human Resources Department.**