

STAFFING LEVELS AND AUTHORITY TO RECRUIT

COMMITTEE:	Human Resources Committee	PASSED:	23 July 2015
TOPIC:	Recruitment and Employment	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

Long Term Employment Commitment

The Director of Library Services shall first be satisfied of the need to fill a vacancy before recruitment will commence. Written substantiation of the need to fill a vacancy shall be provided by the recruiting Manager. The Director (or designate) must sign the Library’s “Recruitment Request Form” before the Human Resources Assistant shall proceed.

Changes in Employee Status Arising from Departmental Reorganizations

Significant changes to employees’ status resulting from the reorganization of a department shall be approved by the Director of Library Services before implementation.

Short Term Staffing Adjustments

Short term staff adjustments will be at the discretion of the Manager provided staffing level changes are achieved within the allocated funds of the Operating Budget.

Fulltime Equivalent Reporting to Director of Library Services

The Human Resources Department shall, for monitoring purposes, provide the Director of Library Services with an annual report on the full time equivalents (FTE) for each department based on the appropriate hours per person in a calendar year.

Fulltime Equivalent Reporting to Library Board

A summary FTE report for the Library shall be provided by the Director of Library Services for the Board’s information on an annual basis.