

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-II-2

Title:

Notice of Vacancies

Page 1 of 1

Adopted: November 20, 2002

Reviewed: January 2019

Revised: October 15, 2008; July 2012;
December 2014

Policy

Vacant positions will be filled in an equitable and transparent process.

Procedures

1. When vacancies occur, or new positions are created, the CEO (or the Board, when recruiting a new CEO) shall ensure that notice thereof, outlining the position and qualifications required, shall be placed in public venues and in a bulletin to be posted in the Library and on the library website at least one week prior to the appointment being made. Vacancies in positions normally filled by students will be advertised on the Library and school bulletin boards/websites only.
2. When vacancies occur, or new positions are created, all members of the staff shall be notified, and those who possess the necessary qualifications shall be considered for appointment.
3. The CEO may choose to contact qualified applicants who have submitted unsolicited resumes to verify whether they want to be included in the competition.