



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Hiring Policy

By-Law: 1998-98, 2004-48, 2014-89, 2016-12, 2022-137 Schedule H

Date: 17 May 1999 Revision: February 1 2016, December 1 2020,
August 8, 2022, October 3, 2022

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss shall endeavour to fill all vacancies by competition, either internal or external, while recognizing the role of managers in the hiring process and as such supporting the managers in their efforts to carry out hiring in a systematic manner.

Legislative Authority:

Section 270, Municipal Act, 2001

Contents:

Recruitment

When a vacant position is part of the Council approved organization chart, the Senior Manager will inform the Chief Administrative Officer (CAO) of a vacancy.

A newly created position must be recommended by the CAO and Senior Manager and approved by Council in order for the organization chart to be updated.

The positions' current description will be reviewed and updated, if required. A new position description will be created if required by the Human Resource Generalist (HRG) and Senior Manager.

The recruitment and hiring policy should be fair to the general public and ensure that the best available applicant for the job is hired, while complying with applicable legislation.

Recruitments are conducted through "internal competition" which limits the search to Huron-Kinloss employees or by way of "open competition" which extends the search outside the Corporation. It is noted that Huron-Kinloss employees are eligible to apply in open competitions.

The Senior Manager, in consultation with the CAO and the HRG will decide the appropriate method of search for qualified candidates.

If specified employees have been earmarked for promotion as the result of previously identified training and development plans, they will be considered first for vacant positions that are oriented to their identified promotion path.

"Internal Competition"

Positions that are to be filled, initially, by an internal competition will have the openings posted by the HRG on the intranet bulletin board for five (5) working days. Outside applications for internal job postings will not be accepted. In order to be selected for an internal position the employee must meet the selection criteria for the advertised position.

If an internal applicant is not selected, it is good employee relations to respond to unsuccessful internal applicants, to explain the reasons for their not being selected, before proceeding to review external candidates.

Hiring of Relatives

- a) This policy has been devised to eliminate any practice that may give rise to conflicts or difficulties for Supervisors, co-workers and subordinates when recruiting, maintaining order, maintaining discipline or terminating employees when an employee is aware that this Supervisor, co-worker or subordinate is a relative of another employee.
- b) "Relative" is defined as a parent, step parent; spouse, brother, sister, step-brother, step-sister, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, foster child, or common-law spouse.
- c) No recruitment of an individual is to take place in which a relative of that person is a Supervisor of, or would be supervised by the applicant.
- d) members of Council and staff are required to remove themselves from the selection process, in those instances where they are related to any of the candidates.
- e) Recruitment of a relative other than in a Supervisor/subordinate relationship is permissible provided that the Senior Manager can establish that:

- Standard competition procedures have not been circumvented,
- The applicant is the most qualified,
- No undue influence was exerted on the recruiting Supervisor,
- No potential conflict or difficulties appear to exist, and
- Regular staff, supervisory part-time staff and members of Council given as references must be contacted before that particular applicant is considered.

Selection and Promotions

The Corporation's policy is to attempt to fill vacancies from within the organization whenever possible, particularly if it results in a promotion or an improvement for the existing employee. Selection is on the basis of ability, effort, application, co-operation and consideration for length of service when other factors are considered equal. When an employee of particular talent or training is not available within the organization, it will be necessary to conduct a search for a suitable candidate outside of the organization.

- All full-time, $\frac{3}{4}$ time and part-time employee appointments require the formal approval by by-law of the Municipal Council;
- All hirings are authorized by the CAO;
- Senior Managers have discretion to hire casual and student employees;
- Contract employees require the approval of the CAO;
- The Municipal Council will be kept informed of all hiring and staffing decisions that are made by the CAO and Senior Managers
- All hiring's will be conducted with strict adherence to consistent, fair recruiting and selection practices

Selection Committee

The Selection Committee will consist of the HRG and the following for the positions of:

CAO – Mayor, Members of Council and may include an external consultant and/or a member of the Senior Management team.

Managers under the direct supervision of the CAO – CAO, Mayor and Deputy Mayor and may include additional Council members and/or an external consultant.

All other positions – Human Resources Generalist and/or the CAO and the Senior Manager and/or supervisor and may include the Mayor or an external consultant.

Selection Process

A proper screening mechanism shall be set up to receive and screen applications and enquiries measured against basic selection criteria. The information presented in written applications and resumes shall be the basis to sort out those candidates who should be short listed for interview. It will be tested against the job requirements and pre-determined selection criteria.

Locations and times for interviews shall be arranged ensuring that the time is uninterrupted. The short-listed candidates shall be provided with a position description. They shall be informed if the interview will involve written questions and if any tests shall be administered.

Ensure candidates selected for an interview are notified that "The Township of Huron-Kinloss will provide accommodations upon request in accordance with the Accessibility for Ontarians with Disabilities Act, 2005".

Candidates shall be presented with the same questions and discussion points in the same order.

The selection committee shall evaluate candidates against the position description and the selection criteria. On that basis, the final choice can be narrowed down. If a second interview is required, it can be arranged. The second interview should not cover the same grounds as the first. Reference checks will be made as part of the assessment process. There is no point in checking references unless the candidate is seriously being considered for the position.

Reference Checks

- a) Reference checks may be conducted to obtain additional or substantiating information concerning an applicant.
- b) Personal and/or professional reference checks can be undertaken on all new and prospective employees or by the Departmental representative prior to any formal offer of employment.

Selection Reports

Staffing and hiring recommendations will be supported by Selections Reports that contain the following information:

- Title of position and reason for vacancy;
- Area and method of search (i.e. internal or open competition);
- How the vacancy was advertised;
- Selection criteria;
- Number of applications;

- Short listed candidates;
- Interview dates;
- Conclusions and recommendations of best candidate(s).

Offer of Employment

Following acceptance by the CAO, the initial offer can be made by telephone or at a meeting set aside for that purpose. It must, however, be confirmed in writing on behalf of the Township of Huron-Kinloss. The offer should contain:

- The position title.
- Starting salary and reference to the salary range and grid in which the position is placed.
- Starting date and time.
- The probation period that applies to the position.
- Any conditions that must be met (including but not limited to eg. criminal reference check, valid drivers license, medical certificate).
- Congratulations and welcome to the Township of Huron-Kinloss.

Voluntary Employee

From time to time, the Township may have available to them the use of voluntary human resources. Normally, this occurs through either a cooperative placement as part of an educational curriculum or through a court mandated Community Service program. The Township welcomes such placements so long as the goals and objectives of the municipality are not obstructed by the placement.

The Township does not initiate this "hire".

The Senior Manager will seek the approval of the CAO for placing such individuals within their department. It shall be the Senior Manager's responsibility to ensure that the placement is productive, and attempts meets the goals of the individual seeking placement.