

Corporation of the Township of McMurrich/Monteith

By-law 16-2015

Being a By-law to adopt a Hiring Policy

WHEREAS Council has authority under the Municipal Act S.O. 270.(1).2 as amended to pass by-laws to maintain a policy with respect to the hiring of persons of the municipality;

AND WHEREAS Council deems it important to provide a hiring policy for their employees.

THEREFORE the Council of the Township of McMurrich/Monteith ENACTS as follows:

1. That the Council of the Corporation of the Township of McMurrich/Monteith adopts the Hiring Policy, attached hereto as Schedule "A".

Read a first and second time this 4th day of May, 2015.

Read a third time and finally passed this 1st day of June, 2015.

__original signed_____
Reeve – Joanne Griffiths

__original signed_____
Clerk/Treasurer – Cheryl Marshall

Schedule "A"
to By-Law 16 -2015

Hiring Policy

1) Policy

The Township of McMurrich/Monteith is an equal opportunity employer, whose goal is to evaluate and consider the skills, qualifications, and overall ability of any individual applying for a position within the municipality, without discrimination.

The Township of McMurrich/Monteith is a non-unionized employer.

2) Purpose

The purpose of the hiring policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Township of McMurrich/Monteith, while remaining compliant with current legislation.

3) Scope

All departments, managers, supervisors, local board members and elected officials are expected to observe the requirements of the policy and adhere to the guidelines contained herein.

4) Definitions

"Council" means The Council of the Township of McMurrich/Monteith and associated local boards.

"Employer" means The Corporation of the Township of McMurrich/Monteith, its employees, elected officials, and local board members whose responsibility it is to hire staff.

"Hiring Committee" means the Deputy-Clerk-Treasurer, Department Supervisor, and either the Reeve or a member of Council that has been appointed to this committee, or any other person designated by the Clerk.

"Offer Letter" is a dated and signed document by the successful candidate that sets out the terms of an offer of employment.

"Relative" means any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of an employee, councillor or local board member or is related by marriage, including in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee, councillor or local board member is similar to that of persons who are family members or are related by marriage.

"Township" means The Municipal Corporation of the Township of McMurrich/Monteith.

5) General Provisions

- a) The hiring policy applies to all departments, boards and committees within the Township, for which the Township has jurisdiction. This includes the hiring of full-time, part-time and temporary/casual employees.
- b) It is the intention of the Township of McMurrich/Monteith that the most suitable candidate for each position be placed.
- c) The Corporation of the Township of McMurrich/Monteith supports the merits of promoting from within the organization.

- d) The Corporation of the Township of McMurrich/Monteith will not discriminate against any person in the course of hiring, on the basis of race, religion, national origin, citizenship, sex, sexual orientation, age, marital status, disability, physical handicap or any other basis.
- e) If a selected applicant requests an accommodation for a disability, the Township of McMurrich/Monteith shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.
- f) Every position advertised for hiring, shall have a complete and current job description available for the applicant to review. The job description shall outline the qualifications required to fill the position as well as expectations for the position, and any other pertinent information.
- g) The Township of McMurrich/Monteith will require that a police background check be undertaken and reviewed by the employer prior to any commitment of employment. The Township of McMurrich/Monteith may disqualify an applicant in the event that a background check has been received in which a pardon has not been granted or, if granted, has been revoked. An assessment into the details of a conviction may be undertaken before any determination has been made to the suitability of a prospective employee. The cost of the background check shall be the responsibility of the candidate being considered.
- h) If hired, and once probationary period has lapsed, the employee will be reimbursed for the full cost of the background check, upon presentation of the receipt.
- i) When a position where driving is an essential duty of the job, the Township of McMurrich/Monteith will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at his/her own expense.
- j) An applicant supplying false or misleading information may be subject to immediate termination from the hiring process.
- k) The Township of McMurrich/Monteith is currently involved in a contributory benefit plan. Employee information packages detailing benefits and disclosure of any related cost will be distributed upon successful completion of the required probationary period if applicable.
- l) The Township of McMurrich/Monteith is an OMERS contributory employer, upon hire, successful qualifying candidates will be provided the appropriate OMERS pension plan enrolment requirement information.

2) Hiring Process

The following guidelines will be followed for the hiring of both full-time and part-time employees for the township.

- a) Authority: The appropriate department supervisor or local board in conjunction with the Council of the Corporation of the Township of McMurrich/Monteith shall determine if and when a position is to be filled, for all positions within the municipality. The final decision shall rest with the members of Council and be approved by resolution. This authority shall be the policy for all departments within the municipality.
- b) Internal Postings: Vacant and newly created positions must first be posted internally for a period of seven (7) calendar days in order that current employees have an opportunity to apply. If a suitable applicant cannot be found through the internal process, recruitment can then take place externally, i.e. newspaper ads and other media forms.
- c) Advertising: The advertising and/or posting of the position to be filled will vary, depending on the nature of the position to be filled. Advertising may be placed in a local paper, or appropriate municipal publication, at the discretion of the Department Supervisor or Clerk or Council, as required. Such advertisement shall contain the job title, primary responsibilities, qualifications, deadline for

submission, method of application, and a contact name. A statement indicating that *“Only those applicants selected for an interview will be contacted”* along with the following statement *“The Township of McMurrich/Monteith is an Equal Opportunity Employer. In addition, accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA)”* will be included in the advertisement.

3) Interview / Selection Process

- a) The hiring committee shall review and rate all applicants based on education, experience, relative skills, and applicable considerations as required by the position being applied for, and create a subsequent short list of candidates.
- b) The hiring committee shall schedule interviews within a reasonable period of time following posting of a position. Interview questions shall be prepared and be relevant to the requirements of the position to determine suitability of the candidates.
- c) All interview candidates shall provide a minimum of two references and provide either verbal or written authorization for the township to contact the references.
- d) The hiring committee shall rate the interviewees to determine the most appropriate candidate, and shall conduct reference checks. All notes made by the hiring committee should be utilized in the selection process. These notes shall also be retained and placed in that employee file upon hire.
- e) If necessary, a second interview may be required for further assessment of a candidate.
- f) Final candidates may also be required to complete employment skills tests to determine suitability and/or ability to perform the job. In addition, verification of educational background, relevant training certificates or other documentation may be required.
- g) The hiring committee, upon making a final selection, shall notify the successful applicant verbally followed by a written offer letter.
- h) If no suitable candidate has been determined, the process may be aborted.
- i) Letters of non-acceptance shall be forwarded to unsuccessful applicants who received an interview.

4) Temporary/Casual Employees

- a) Where applicable and deemed appropriate by the Clerk and/or respective Department Supervisor temporary/casual employees may be hired to temporarily assist regular employees in meeting peak work load needs, when a regular employee is not able to be at work and perform their duties, or to temporarily fill a vacancy until a regular employee is hired.

The following will only apply in an Emergency Situation:

- i) Temporary/casual employees may be hired without following the hiring process as described in this policy, (for periods not to exceed one month).
- ii) Department Supervisors, with the assistance of the Human Resources department will be responsible for recruiting and hiring temporary/casual employees.

5) Seasonal Employees:

These positions may be filled by the person previously employed, if recommended by the Department Head and approved by Council. Otherwise, the Hiring Policy is to be followed.

6) Hiring Relatives

- a) The Township will not favour the employment of relatives over others. All candidates for employment will be given equal opportunity for employment with the Township based on ability, merit, qualifications and competence.
- b) If a hiring committee member is related to a candidate who has applied for a position, that committee member **must** resign from the hiring committee for the duration of the hiring process. (See definitions for *Relative*). The onus is on the hiring member to disclose conflict before commencing hiring initiatives.
- c) A new employee may not be employed where there is any direct reporting relationship with an existing employee who is a relative.
- d) The above criteria will apply to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Township of McMurrich/Monteith. If one of these situations occurs, the Township of McMurrich/Monteith will attempt to find a suitable position for one of the affected employees.
- e) The employment of relatives (nepotism) policies contained in this document apply equally to the employment of a potential incoming employee who has a relative on Council or a relative that is part of the administration structure.

7) Review of Hiring Policy

- a) This hiring policy will be reviewed on an ongoing basis to monitor its effectiveness and integrity.