

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	HIRING EMPLOYEES			
TYPE:	HUMAN RESOURCES	POLICY NO. HR-007-00		
DATE: March 4, 2010	REVIEW DATE: Dec. 16, 2008, Mar. 16, 2009, Feb. 16, 2010	FREQUENCY: As Required	REL. BY-LAW: 10-368	PAGE #: 1 of 8
Final Revision				
Feb 11, 2010				

I. Purpose:

It is the policy of the Township of South Algonquin to recruit and employ the most qualified candidates in accordance with the spirit and intent of all applicable legislative regulations, so that the best interests of the municipality and its residents are served.

II. Definitions:

Permanent Full-Time Employee those employees who work the regular schedule hours each week over a twelve (12) month period i.e. current Operations Foreman is a Permanent Full Time position.

Permanent Part-Time Employee those employees who work less hours than a normal scheduled work week over a twelve (12) month period i.e. current Manual Worker 3 or the Librarian is a Permanent Part Time position.

Temporary Employee those employees who work full-time or part-time hours during a normal scheduled work week but the period of employment is less than twelve (12) months i.e. current Summer Student is a Temporary Full-Time position; Works Department Summer Student working 30 hrs per week is a Temporary Part-Time position.

Manager/Department Head is the management representative with the authority to manage hiring for the department.

Human Resources Committee is a committee of Council-representatives and staff.

Emergency is a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 2 of 8

Emergency Hiring are required when there is an immediate need for staff to cover an unforeseen staff shortage(s) or an emergency situation that has occurred which current staff levels cannot sustain required work/recovery levels for more than two weeks.

Temporary Hiring occurs when the Department Head may/may not have advanced notice of a workforce shortage due to illness/injury. Temporary hiring requirements may also refer to work level overloads that are not expected to last longer than thirty (30) days.

III. Authority to Create New Jobs:

Authorization for the creation of any new position shall be given by the Council before any recruiting activities begin.

IV. Responsibility:

Council will have authority to:

- approve increases, decreases and replacements to department staff.
- delegate responsibility for staff approval as required for the expeditious operation of all departments.
- make decisions regarding the appointment, employment, suspension, or dismissal of Department Heads and/or their respective employees.

Clerk/Treasurer will have authority to:

- assist in the recruitment program to ensure that the most qualified applicants are found in compliance with all legislative regulations.
- approve all job postings prior to being posted internally or in the newspaper(s).
- collect and maintain confidential personal information on all applications for employment.
- assist with the interview process as required.
- refer applicants for employment to the various departments for their consideration when a position is to be filled.

Department Heads will:

- advise the Chair of the Human Resource & Administration Committee if funding is available for all positions being filled.

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 3 of 8

- seek appropriate approvals prior to posting or filling any non-emergency vacancies.
- promptly forward any applications for employment received to the Clerk/Treasurer.
- assist the Chair of the Human Resource & Administration Committee to interview prospective employees prior to making a recommendation to fill any vacancy.
- sit as a member of the Review Panel.

V. Recruiting Procedure:

Each time a position is to be filled, consideration should be given to the following:

- the effect on operating costs.
- alternative means of accomplishing the proposed function with existing staff.
- at what level the proposed position needs to be filled (full-time, part-time, seasonal, casual, and other).
- will the new employee be fully utilized at all times.
- has the position been properly evaluated and graded.
- can the work be more effectively handled by some other method of assignment.

Approvals Required Before Recruiting:

- Existing staff replacement requires Council approval.
- New/replacement part-time, temporary, casual and emergency (see Emergency/Temporary Hiring) staff additions and replacements require Department Head and/or Clerk/Treasurer approval.
- New/replacement permanent/permanent part-time staff additions require Council approval.

Advertising and Job Posting:

- The Clerk/Treasurer shall be responsible for the co-ordination, format, content, and placement of all staff recruitment advertising and job postings.

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 4 of 8

- Applications for employment shall be available from the Clerk/Treasurer or his/her designate at the Municipal Office or on the website.
- All job vacancies will be posted in all departments for a period of one week so that any interested employees may make application for the position.
- When external staff recruitment is necessary the position will be advertised in accordance with provincial legislation in circulations deemed appropriate by the Clerk or designate. Current applications on file will also be considered.
- Every applicant is required to complete an application form.

Applicant Record Maintenance:

- All applications will be received and held in confidence by the Clerk/ Treasurer, in accordance with the Township's Record Retention By-law unless Council instructs otherwise in special cases.
- Applications received internally in response to job postings will be considered prior to seeking external applications.
- A General Application File System will be maintained in the Clerk/Treasurer to accommodate external random applications, resumes or inquiries pertaining to Township positions.
- Applications received for specific positions in response to public advertising will be retained in a separately designated file and considered for employment purposes along with any pertinent applications already on file in the General Application File.

VI. Selection Process:

Initial Steps:

- The initial steps in the recruiting procedures, e.g. file search, advertising, receipt and screening of replies and development of short list, shall be carried out by the Clerk/Treasurer and the Department Head and Chair of the HR & Administration Committee or designate.
- For recruiting Department Heads, the Clerk-Treasurer will **lead** (changed from "conduct" at the direction of Clerk) the recruiting process unless the position is for the Clerk-Treasurer, in this event a special selection committee will conduct the recruiting procedure.

Selection Panel & Testing:

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 5 of 8

- The Chair of the Human Resource & Administration Committee or designate will appoint a selection panel (of at least three people) to conduct interviews. The Clerk/Treasurer or his designate may sit on any selection panel.
- The Clerk/Treasurer will make the necessary interview arrangements and prepare candidate evaluation sheets.
- The selection panel will endeavour to interview at least three prospective candidates for each position to be filled, and will provide each candidate with an interview of appropriate length to adequately assess their qualifications and suitability for the position.
- The selection panel will evaluate each candidate and provide their recommendation and evaluation sheets to the Chair of the Human Resource & Administration Committee.
- Appropriate testing of candidates, if required will be arranged by the Department Head or his/her designate.
- the Department Head will seek appropriate approval for the appointment as outlined below.

Final Selection:

- Final selections for Department Heads shall be made by the duly appointed selection Committee in conjunction with the Human Resource & Administration Committee, and will be subject to ratification by Council.
- Final selections for any other position shall be made by the Selection Committee and will be subject to ratification by the Council.

Reference Checking:

- The Clerk/Treasurer will obtain satisfactory reference checks on the applicant. Written authorization for a reference check shall be requested at the interview stage.
 - reference checks are conducted to obtain additional or substantiating information concerning an applicant;
 - personal and two professional reference checks are undertaken on all prospective employees by the Clerk/Treasurer or his/her designate prior to any offer of employment.

Offers of Employment:

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 6 of 8

- All offers of employment shall be written and shall set out the title, stating date, duration, and salary, benefits, hours of work, working conditions, relocation conditions (if applicable) and other relevant facts and policies concerning the position and signed by the Department Head and/or the Clerk-Treasurer.

Probationary Period:

- The probationary period for all permanent/permanent part-time employees will be six (6) months from date of permanent hire or 910/1040 hours for permanent part-time hires (35 hr/wk positions/40 hr/wk positions respectively).

Record of Offenses Check:

- Prior to commencing employment, all new employees must undergo a record of offences check in accordance with the policy HR-005 Employee/Volunteer Police Records Check.
 - after a written offer of employment is made, all prospective employees are required to obtain and provide a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence;
 - any costs associated with obtaining a criminal record check/police record check are the sole responsibility of the prospective employee; and
 - the written offer of employment is conditional upon successful completion of a criminal record check/police record check.

Falsification of Qualifications:

- falsification or misrepresentation of qualifications on the municipality's application form, applicant resume, or during an interview shall be cause for immediate disqualification and/or dismissal.

Replies to Applicants:

- The Clerk/Treasurer shall reply to job applicants who have been interviewed, and to other applicants received as a result of a newspaper advertisement, unless the job advertisement states that unsuccessful applications will not be acknowledged.

Emergency/Temporary Hiring:

- Hiring for emergency and temporary employment purposes may be handled in a more abbreviated manner at the discretion of the Department Head. All documentation, as outlined in this policy i.e. application, police records check, written offer letter, are still required within 24 hours of hire.

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 7 of 8

VII. Hiring Priorities:

- All persons hired for positions with the municipality must:
 - a) be fully qualified for the job in the opinion of those responsible for hiring.
 - b) be at least 15 years of age,
- Present employees will be given preference for openings within the Township if, in the opinion of the selection panel, their qualifications and past performance meet the job requirements.
- The following apply to employment in the Public Works Department:
 - a) all prospective employees are required to obtain and provide a valid (dated no more than 30 days prior) *Ministry of Transportation of Ontario Driver's Abstract*;
 - b) any costs associated with obtaining a *Driver's Abstract* are the sole responsibility of the prospective employee;
 - c) no written offer of employment will be made without acceptable results of the *Driver's Abstract*, as determined by the Selection Committee;
 - d) all employees of the Public Works Department must maintain a valid Ontario Driver's License in the class/classes required for the responsibilities of their position; and
 - e) any costs associated with obtaining or renewing an employee's Driver's License are the sole responsibility of the employee.

VIII. Employment of Relatives:

- No immediate family member of an existing Township employee shall be hired where the candidate (family member) is placed in a position of supervising or being supervised by their immediate family member.
- Immediate family member shall include spouse (married or common-law), father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild.
- The above shall not be enforced so as to prevent the promotion of an existing employee to a supervisory or other responsible position within the municipality.

IX. Reimbursement of Candidates Expenses:

SUBJECT: HIRING EMPLOYEES	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: Feb. 11, 2010	Page 8 of 8

- Candidates for permanent positions required to travel from outside the municipality in excess of 100 kms one way to attend an interview may be reimbursed reasonable mileage expenses at the discretion of the Selection Committee.

X. New Employee Relocation Expenses:

- The extent of the relocation expenses, if any, will be determined by the Council on a case-by-case basis, prior to the offer of employment being made.
- Valid receipts must be submitted to the Clerk/Treasurer before any reimbursement is made.

XI. Temporary Hiring

- Notwithstanding all of the above, the Department Head may at his/her own discretion, hire temporary employees as required for a term not longer than thirty working (30) days without following the preceding terms.