

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2004-23

A By-Law to Adopt a Hiring Policy for the Township of Prince

WHEREAS Section 270 of the *Municipal Act 2001* provides that Councils shall adopt a policies with respect to the hiring of its employees

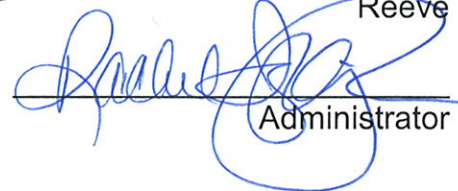
NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

1. That any previous Township of Prince Hiring Policies are hereby rescinded.
2. That the Reeve and Administrator are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
3. That this By-Law is enacted upon the third and final reading hereof.

PASSED in open Council this 14th day of December 2004.



Reeve



Administrator



TOWNSHIP OF PRINCE

HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION: Human Resources
SUBJECT: Hiring Policy
DATE: 01 January 2005

POLICY: It is the policy of the Township of Prince to base employment decisions on an individual's qualifications and competencies, focussing on skills, training and overall ability to perform the work

The Corporation's objective is always to hire the most competent and qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.

The Township of Prince is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status, disability or record of offences.

The purpose of this policy is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

SCOPE:

- 1 This policy shall apply to all operations of the municipality, including local boards and committees of Council.

DEFINITIONS:

- 2 "Relative" is any person who is spouse, child, sibling or parent of an employee, member of Council or local Board member or is related by marriage, include in-laws

PROCEDURE:

- 3 Hiring Requisition

A hiring requisition in the form attached must be completed by the Administrator in order to initiate a request for additional or replacement staff. This provision is not required when filling summer student positions, or positions for which job specific funding has been received. The approval by Council of a Hiring Requisition will commence the recruitment competition for the specified position.

4 Job Description

It will be the responsibility of the Administrator to ensure that the job description for the position to be filled is accurate and Council has been provided with a signed and dated copy where changes have been made, if any.

5 Advertisement

An advertisement of the position to be filled shall be advertised in the Township newsletter. Advertisements may be placed in the Sault Star, on the internet, or otherwise in the discretion of the Administrator.

6 Application

All applicants must complete an application form and/or a resumé and submit such to the Administrator or Department Head outlining qualifications and experience.

7 Short Listing

The Administrator and Department Head will review all applications entered into the competition by the closing date and create a short list from which candidates will be selected for an interview.

8 Reference and Other Checks

8.1 The Administrator or Department Head will conduct reference checks for candidates identified as potential hires through the interview process if deemed necessary or advisable.

8.2 All new employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Corporation. A current copy of their Provincial Driving Record may also be requested where it is a necessary qualification for the position applied for.

8.3 The costs associated to providing any of the aforementioned documentation shall be borne solely by the candidate.

9 Interviews

9.1 The Administrator and/or Department Head will develop interview questions and templates.

- 9.2 Interviews will be conducted by the Administrator and/or Department Head as needed.
- 9.3 All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.
- 9.4 The Department Head will notify, in writing, all candidates who received an interview of their status in the competition. Once the interviews are complete and the successful candidate has been selected, the candidate will be contacted with a conditional offer of employment.
- 9.5 Consideration for entitlement to interview expenses for out of town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature must be approved by Council.
- 9.6 Once the interviews are complete and the successful candidate has been selected, the candidate and make a conditional offer of employment.

10 Testing

Final candidates may be requested to complete employment tests deemed necessary to determine their skill, knowledge or ability to perform the job.

11 Educational or Other Qualifications

Candidates being considered for hire shall provide proof of education background, associated training and certificates as requested. A copy of the Provincial Statement of Driving Record may be requested once a conditional offer of employment has been made

12 Orientation and Documentation

Orientation and documentation must occur on the first day that the employee commences employment. It will be the Department Head's responsibility to ensure that new employees receive a proper orientation and adequate training in order to commence duties in their new position.

13 Health and Safety Training

It will be the Department Head's responsibility to ensure that new employees receive work site specific Health and Safety training and to ensure that they have received general Health and Safety training.

14 Resumé Maintenance

Resumés will be kept active and on file for a period of three (3) months from the date received or last updated.

15 File Maintenance

The Administrator will be responsible for electronic data entry of all hiring information as well as maintenance of employee files

16 Probationary Period

A probationary period for a new employee shall start on the date in which the employee commences regular employment. The probationary period shall be six (6) months unless otherwise approved by Council. Continued employment shall depend on the satisfactory completion of the probationary period.

17 Misrepresentation

Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.

18 Hiring of Relatives

18.1 The relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate is the best qualified with respect to the employment standards required for the position.

18.2 No employee, member of Council or Local Board Member will participate in the hiring or discipline of an employee to whom they are a relative.

18.3 It is the responsibility of the employee, member of Council, or Local Board Member to declare in advance, a possible conflict in the case where an individual being considered for a position, is a relative.

18.4 No employee, Member of Council or Local Board Member may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.

18.5 An employee cannot be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from Council.

HIRING REQUISITION

DATE OF REQUEST:

POSITION:

DATE POSITION WILL BE VACANT:

ADMINISTRATOR/DEPARTMENT HEAD RECOMMENDATION:

COUNCIL RECOMMENDATION;

TIMEFRAME: