

Hiring of Employees Policy

Approved by: Council
Approval Date: November 4, 2008
Effective Date:
Revision Date: January 19, 2016

Policy Statement

This policy shall govern the hiring of employees for the
Township of Douro-Dummer:

Purpose: The Municipal Act 2001, Section 270 (1) paragraph 2 and Section 270 (2), paragraph 2, as amended, requires that municipalities and local boards shall adopt policies with respect to the hiring of its employees. This policy will provide the policies and procedures to govern the hiring of all employees for the municipality.

Application: This policy shall apply to the hiring of all municipal employees.

Definitions: Relative (see procedures)

Exclusions: None

References & Related Policies: Municipal Act 2001, Section 270 (1) and (2)

Consequences of Non-Compliance: It is important that all applications for employment are processed in compliance with the appropriate procedures as set out by the municipality. Failure to comply with this policy may result in disciplinary action against the offending individual.

Review Cycle: This policy shall be reviewed as required.

Procedures

Full Time Positions:

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled. Publication of vacant senior management positions will be more extensive than other full time, part time or student positions.
3. For all positions, résumés and applications received shall be reviewed and shortlisted by a panel of:

For C.A.O. Position- An outside Human Resources Consultant, the Staff Committee Chair and one senior municipal staff person selected by Council.

For All Other Senior Staff Positions (Manager of Public Works, Clerk/Planning Coordinator, Treasurer, Fire Chief & Manager of Emergency Services, Manager of Recreation Facilities, Chief Building Official)- The Staff Committee Chair, the C.A.O., one other member of Council (selected by Council), and one other senior staff member (selected by CAO)

For All Other Full Time Positions- Staff Committee Chair, the C.A.O., the immediate staff supervisor of the vacant position, and one other member of Council (selected by CAO)

The Short List of applicants shall be submitted to Council for review and anticipated adoption. An interview schedule shall be established by Council.

4. For all positions the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interview questions shall be prepared and an interview conducted by either an outside human resources consultant or the C.A.O (or designate). All members of Council are eligible to participate in the full interview and selection process. Staff members, who participated in the shortlisting process, shall be involved in the interview process and will be available to provide advice, input and consultation throughout the process.

Part Time Positions:

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled.
3. For all positions, résumés and applications received shall be reviewed and short listed by the positions immediate supervisor and the CAO or designate.

4. For all positions, the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interviews will be conducted by the positions immediate supervisor and the CAO or designate, and following the interview and other relevant related processes, they shall make the decision of who the successful candidate(s) are. A report shall be filed with council of who the successful candidate(s) are.

Short-Term or Emergency Hiring Positions:

1. Any manager may hire the necessary personnel for short term or emergency situations without having to follow the provisions of this policy. Any of these short term or emergency hiring situations shall comply with the "Hiring of Relatives" section of this policy.
2. Hiring for these situations shall only occur after consultation with the CAO or designate.
3. Short term shall be defined as being for a period no longer than 10 workings days or 80 hours during a 6 month period- whichever is the lesser. Minor variations to this may be granted by the CAO.

Hiring of Relatives:

The hiring of relatives of a member of council or local board or of an existing employee of the municipality may be permitted provided:

1. There is no direct supervisory relationship between a member of council or local board or of an existing employee.

Relative is defined as being:

- **The parent** (father or mother) of a member of council or local board or an existing employee who may be in a direct supervisory role;
- **The child** (son or daughter) of a member of council or local board or an existing employee who may be in a direct supervisory role;
- **The brother or sister or the spouse thereof**, of a member of council or local board or an employee who may be in a direct supervisory role;
- **The spouse of any child** of a member of council or local board or an employee who may be in a direct supervisory role; and
- **The mother-in-law or father-in-law** of a member of council or local board or an employee who may be in a direct supervisory role.

For the purposes of this policy:

Child means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family.

Parent means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child.

Spouse means either a man or woman who;

- (i) are married to each other;
- (ii) are married to each other by a marriage that is voidable and has not been voided by a judgement of nullity, or
- (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or have cohabited within the preceding year, or
- (iv) not been married to each other and have cohabited,
 - (a) continuously for a period of not less than five years, or
 - (b) in a relationship of some permanence where there is a child born of whom they are the natural parents.

And have cohabited within the preceding year.

BACKGROUND CHECKS:

Prior to any offer of employment with the Township of Douro-Dummer for any full-time, volunteer firefighter, or part-time positions, the successful candidate shall be required, at their cost, to get a background check from the Ontario Provincial Police, and such shall be provided to the Township. Such background checks must be satisfactory to the Township of Douro-Dummer before an offer of employment will be made.

Addendum – Part-Time Employees

This addendum is regarding Part-Time Seasonal Employees who have gone through the initial hiring process following the above policy.

Where a part time employee that has worked a minimum of one season with the township and has proven to be a reliable and good worker, the Department Manager may, after consultation with the CAO, offer employment (still on a part time basis) to said employee for the upcoming season, without having to go through the full hiring process of this policy.

All other part time positions shall follow the provisions of this policy.

Exit interviews shall be conducted, where possible, for all staff leaving the employ of the Township.