

Third Reading

Council of the Township of Wollaston
Moved by Graham Blair Session Jan 17 No. 55-09-
Seconded by Ron Earle 2009

That a by-law to repeal 09-08 & adopt new revised
hiring policy

As reported by the committee of the Whole be read a third time, passed and numbered _____ and that the said by law be signed by the Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.
Carried _____

Second Reading

Council of the Township of Wollaston
Moved by Brent Goodwin Session _____ No. _____
Seconded by Graham Blair 200

That a by-law to _____

Be read a second time and be referred to a committee of the whole council.
Carried _____

First Reading

Council of the Township of Wollaston
Moved by Ron Earle Session _____ No. _____
Seconded by Brent Goodwin 200

be received and read a first time. Carried Brent Goodwin

The Corporation of the Township of Wollaston

By-Law No 55-09

Repeals 09-08

Being a by-law to adopt a recruitment policy.

WHEREAS The Municipal Act S.O 2001 c25 Section 270(1) provides that before January 1, 2005 a municipality and a local board shall adopt policies with respect to hiring of its employees.

AND WHEREAS the Recruitment Policy attached hereto as Schedule A establishes the Township's policy regarding employment of staff, including;

- (a) the hiring of relatives of a member of council; and
- (b) the hiring of relatives of existing employees;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOLLASTON ENACTS AS FOLLOWS;

1. The Recruitment Policy attached hereto as Schedule A is hereby approved and adopted.
2. Local boards and committees are bound by this by-law and this by-law shall apply with necessary modification to such local boards and committees:
3. This by-law shall come into force and take effect on the 17th day of June, 2009 2008.

Read a first, second and third time and finally passed this 17th day of June, 2009.


Dan McCaw, Reeve


Marilyn Brickle, CAO/Clerk Treasurer

TOWNSHIP OF WOLLASTON

RECRUITMENT POLICY

POLICY A: GENERAL HIRING POLICY

APPROVED DATE: January 29, 2008

Purpose:

To affirm the Township's policy regarding employment of staff

Policy:

The Township of Wollaston seeks to employ the most competent persons available in all positions. To that end, we search for candidates both inside and outside the organization as outlined in the Recruitment process below. It is our policy to encourage qualified internal candidates to apply for vacancies. Selections are based on skill, ability, experience, qualifications and suitability to effectively meet the needs of the person/persons supported.

The Township of Wollaston succession plan for key administrative personal is crucial for a smooth transition as retirements approach. The Township has progressively moved forward to training the Deputy Clerk to move into the key role of CAO/Clerk and the Deputy Treasurer to assume the role of Treasurer/Deputy Clerk, dependant on ability and or completion of applicable courses. Once these positions are established, the vacant position of Administrative Assistant will become available for further succession planning. These administrative roles may be reclassified capturing the expertise of the individuals best suited for the roles, and depending on workload demands may alter a part time position to advance to full time as required, to ensure uninterrupted service and continuity for the ratepayers and Council of Wollaston Township.

For the positions covered by the collective agreement, the procedure outlined in that document will apply to bargaining unit positions, augmented where possible, by this Policy.

The Township will endeavour to provide working conditions and an atmosphere that will encourage staff to contribute and develop to their fullest potential.

POLICY B: RECRUITMENT PROCEDURE

APPROVED DATE: JANUARY 29, 2008

Policy:

The Township recognizes that its fundamental strength and future growth depends directly upon its human resources. As such, the Township endeavours to ensure an effective and consistent method for recruiting and selecting personnel. The recruitment and selection of employees is the responsibility of the Council and CAO/Clerk Treasurer and will be based on a well defined and fair process.

Procedure:

Subject to the conditions contained in the collective agreement for bargaining unit positions individuals will be recruited and selected using the following procedure;

1. An up to date job description will be prepared for the position in question and will be available upon request by potential candidates.
 2. The job description will identify critical job tasks and outline the experience, knowledge and skills required to successfully execute the job duties and responsibilities.
 3. The position requirements of experience, knowledge, skills and aptitude will form the basis for the initial screening and assessment of candidates.
 4. The knowledge and skill requirements will form the basis of performance objectives and appraisals.
 5. All vacancies approved by Council will be advertised internally and externally concurrently. Advertisements or job posting of a vacant position will be placed in appropriate media as determined by the CAO/Clerk Treasurer and Council. The advertisement should state the position, title, and hours of work, duties and experience required.
 6. Employees interested in applying for the advertised vacant position must submit, to the CAO/Clerk Treasurer, a resume or application in the form required (see form R.S. #1). Persons interested in
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employment with the Township shall submit an employment application/resume to the CAO/Clerk Treasurer.

7. The CAO/Clerk Treasurer and review team will review all applications for compliance with the posted requirements. The hiring of an employee into a position with administrative responsibility (i.e. CAO/Clerk Treasurer, Deputy Clerk, Treasurer, Roads Superintendent and Waste Site Manager requires, for the purposes of interviewing and final selection, that the CAO/Clerk Treasurer and two (2) Council members review the applications and prepare a short list of applicants. Please refer to the succession plan as outlined in the general hiring practices section of this by-law.
 8. The CAO/Clerk Treasurer and selection committee will draft a short list of candidates to be granted a personal interview.
 9. The CAO/Clerk Treasurer and Council may establish a selection committee, composed of persons with sufficient knowledge to judge each candidate's experience and skill against the requirements of the position, or seek out such advice as necessary to facilitate the decision making process.
 10. The selection process shall endeavour to select, from among the applicants, the candidate that meets the qualifications and requirements of the position. Qualified employees who apply in writing shall be given first consideration.
 11. The CAO/Clerk Treasurer, or members of the selection committee, as appropriate, will develop interview questions and utilize clear and consistent criteria for the interview structure and a scoring system for rating candidates.
 12. For internal candidates, the CAO/Clerk Treasurer and Council shall consider all applications for a position on the basis of the applicant's ability, qualifications, suitability for the work to be performed, and then to length of service with the Township, or in a related field. In the event that two candidates are relatively equal in skill, ability, qualifications and suitability, seniority will prevail. However, nothing contained herein shall be construed to prevent the hiring of a person from outside of the service of the Township, if, in the opinion of the CAO/Clerk Treasurer and selection committee, a more suitable applicant is available. The current succession planning will override this procedure unless an unexpected vacancy occurs.
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Certificate of diploma received: ___Yes ___No

Length of Course:

Licence, certificate or
Diploma awarded

_____Yes _____No

Community College

University

Name of program:

Major Subject:

Diploma received: ___Yes ___No

Length of Course:

Other courses, workshops seminars etc:

Degree awarded: ___Yes ___No

Licences, certificates, degrees:

Describe any of your work related skills, experience or training that relate to the position being applied for:

Employment:

Name and address of present/last employer:

Present/last job title:

Name of Supervisor:

Telephone:

Type of Business:

Period of Employment: From _____ To _____

Reason for leaving:

Name and address of present/last employer:

Present/last job title:

Name of Supervisor:

Telephone:

Type of Business:

Period of Employment: From _____ To _____

Reason for leaving:

Name and address of present/last employer:

Present/last job title:

13. The CAO/Clerk Treasurer will arrange an interview schedule.
14. At the end of the interview the candidate will be asked for their references and their permission to contact these references will be obtained (see form R.S 1) if required.
15. Final selection of an administrative employee (i.e. CAO/Clerk Treasurer, Deputy Clerk, Treasurer, Roads Superintendent and Waste Site Manger shall be made by Council as a Committee of the Whole and, if appropriate, the CAO/Clerk Treasurer.
16. After the appropriate candidate has been selected, but before an offer of employment is made, references will be sought. The CAO/Clerk Treasurer will make a verbal offer of employment, confirming salary, and hours to the successful candidate. The CAO/Clerk Treasurer will send a written offer of employment confirming the terms of employment.
17. After an offer of employment has been accepted in writing by the selected candidate, all unsuccessful candidates who were interviewed will be notified by letter or telephone by the CAO/Clerk Treasurer

POLICY C: HIRING RELATIVES

APPROVED DATE: January 29, 2008

Purpose:

In accordance with the requirements of the Municipal Act, as amended, the purpose of this policy is to clarify the hiring of family members and other relatives within the Township.

For the purpose of this policy, in accordance with s. 24 (1) (d) of the Ontario Human Rights Code, "close relative" is defined as meaning "parent, child, spouse or same sex partner".

Philosophy:

It is recognized that the hiring of a Council member, or a close relative of employees of the Township, or a Council member, may place current staff and members of Council into a potential conflict of interest as it relates to that employment relationship.

Policy:

In accordance with this philosophy, close relatives of employees or members of Council, as defined below, will not be hired into positions within the Township where they will be supervised by, or will supervise that relative. Further, except for contract of temporary positions of less than (3) three months duration, close relatives of the CAO/Clerk Treasurer will not be hired into positions at the Township.

Council members may not apply for employment within the Township, unless they first resign from the Council. Further, close relatives of Council members will not be hired into positions with a term of greater than (3) three months, unless the Council member agrees to resign his/her Council membership within the first (3) three months.

The Corporation of the Township of Wollaston

Application for Employment

Date _____ Date Available _____

PERSONAL DATA

Last Name _____ Given Names _____

Address _____

_____ Postal Code _____

Home Telephone No _____ Bus. Telephone No _____

Are you eligible to work in Canada _____ Yes _____ No

Are you between 18 and 65 _____ Yes _____ No

Do you have a valid driver's licence? _____ Yes _____ No _____ Class

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including voluntary work, as well as employment history. Additional information may be attached on a separate sheet.

Education

Secondary School

Highest level completed:

**Business Trade or
Technical School**

Name of Course:

Name of Supervisor:

Telephone:

Type of Business:

Period of Employment: From _____ To _____

Reason for leaving:

Name and address of present/last employer: Present/last job title:

Name of Supervisor:

Telephone:

Type of Business:

Period of Employment: From _____ To _____

Reason for leaving:

Name and address of present/last employer: Present/last job title:

Name of Supervisor:

Telephone:

Type of Business:

Period of Employment: From _____ To _____

Reason for leaving:

For references may we approach?

Your present/last employer? _____ Yes _____ No

Your former employers? _____ Yes _____ No

List references, if different from above, on a separate sheet.

Activities (civic, athletic, etc)

I, hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

Signature

Date

Have you attached - an attached sheet? Yes _____ No _____

- A resume Yes _____ No _____

Proposed reference check document

Who:

Comments

Who:

Comments:

Who:

Comments:

Draft Employment Offer Letter on Wollaston Letterhead

Date:

Dear:

We are pleased to offer you the position of _____ with the Township of Wollaston effective _____.

Position/Title:

Job description: attached

Effective Date:

Hours per week:

Vacation: as specified in the Human Resources policy of the Township of Wollaston

Salary: \$ paid bi weekly by direct deposit – please provide void cheque.

Probation: 3 months

Benefits: as required in the Employment Standards Act and, if applicable, as specified in the personnel policies of the Corporation of the Township of Wollaston. Eligibility for coverage will be in accordance with the details in the plan documents.

Performance Review:

Termination: Either party may terminate the agreement in accordance with the provisions of the Employment Standards Act. However cases of poor performance, misconduct, negligence or any other behaviour harmful to the interest of the Corporation of the Township of Wollaston will be cause for termination with no notice required.

Other terms: Other terms and conditions are set out in the Corporation of the Township of Wollaston Human Resources Policy.

Please acknowledge that you accept and agree to abide by the terms and condition as set out in this letter by signing and returning one copy off this letter to the Township of Wollaston.

Signature

Date

Yours truly,

CAO/Clerk Treasurer