

**The Corporation of the Township of Wollaston**

**By-law 47-17**

Being a by-law to adopt a hiring and recruitment policy and procedure

WHEREAS The Municipal Act Section 270(1) provides that a municipality shall adopt policies with respect to hiring of its employees;

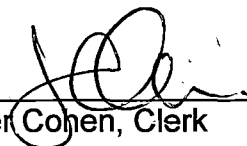
AND WHEREAS the Accessibility for Ontarians with Disabilities Act, 2005, Ontario Regulation 191/11 provides that public sector organizations shall incorporate accessibility criteria in the hiring, recruitment and selection process.

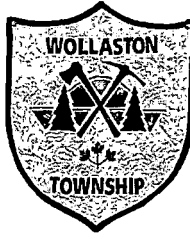
NOW THEREFORE The Council of The Corporation of the Township of Wollaston ENACTS AS FOLLOWS:

1. That the Hiring and Recruitment Policy and Procedure attached hereto as Schedule A is hereby approved and adopted.
2. That this By-Law shall become effective on the date of passing

Passed this 12<sup>th</sup> day of December, 2017.

  
\_\_\_\_\_  
Graham Blair, Reeve

  
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Jennifer Cohen, Clerk



## TOWNSHIP OF WOLLASTON

### HIRING POLCY

#### GENERAL HIRING

The Township of Wollaston seeks to employ the most competent persons available in all positions. Candidates will be sought both inside and outside of the organization.

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

The Township will encourage staff to continue and sustain their education and qualifications.

The Township will encourage employees to apply for internal job opportunities.

Employee selection is based on skill, ability, experience, qualifications and suitability to effectively meet the needs of the position.

The Township of Wollaston has a number of policies and procedures in place to accommodate persons with disabilities. We encourage persons with disabilities to apply for job opportunities with the Township.

No new positions will be created without the approval of Wollaston Township Council.

#### HIRING PROCEDURE

##### Purpose:

To recognize that our fundamental strength and future growth depends directly upon our human resources. The Township will ensure an effective and consistent method for selecting personnel.

##### Procedure: General for All Job Opportunities:

The following procedures shall apply to the recruitment and hiring of employees:

1. The job description will be reviewed or established 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 job opportunity shall be posted on the Township Website, advertised in the local paper and any other media outlets deemed necessary.
4. Potential candidates interested in applying for the advertised vacant position must submit a resume to the Clerk or Department Head, as specified.
5. The review team (as defined by specific procedure) will short list the candidates for interviews. The number of interviews will be determined from the number of qualified candidates.

6. The review team will develop a series of interview questions and any skills tests, if applicable (road driving test, etc.).
7. The selection process shall endeavour to select, from among the applicants, the candidate that best meets the qualifications and requirements of the position.
8. Qualified employees who apply in writing will be given first consideration. In the event that two internal candidates are relatively equal in skill, ability, qualifications and suitability, seniority will prevail. The Township shall not be restricted from hiring of a candidate from outside of the Corporation.
9. The Clerk will arrange an interview schedule. Candidates may ask for and be provided accommodation during the interview process.
10. Candidates that are interviewed maybe asked for employment or professional references.
11. After the appropriate candidate has been selected, the Clerk will make a verbal offer of employment, to the successful candidate and confirm rate of pay.
12. Vacancies within the bargaining unit shall conform to the requirements of the current collective agreement.
13. The successful candidate for any job opportunity may ask for and receive accommodation appropriate for the fulfilment of the job requirements up to the point of undue hardship to the Township.
14. Other terms and conditions are set out in the Corporation of the Township of Wollaston Human Resources Policy.
15. The Human Resources Policy shall be given to all new employees.

Procedures: Senior Management Positions (Head of administration, fire, roads, finance, and waste departments.)

1. Review team will consist of, as a minimum, the Clerk, Acting Human Resources Manager, two members of Council, and any others deemed necessary.
2. Once interviews and evaluation is complete, the review team will provide a recommendation of the most qualified employee to Council.
3. In consultation with Council, the Clerk shall prepare an employment agreement to be provided to the successful candidate for signature.
4. The successful candidate with be placed on 90 day probation period. This probation period maybe extended with Council approval.

Procedures: Full-time, (28 or more regularly scheduled hours per week) part-time (27 or less regularly scheduled hours per week) and non-senior management positons.

1. The review team will consist of the Clerk, Acting Human Resources Manager, and the appropriate Senior Managers.
2. Once the verbal offer of employment is accepted, the Clerk shall prepare an employee agreement and provide it to the successful candidate for signing.
3. The successful candidate will be placed on 90 days probation period. This probation maybe extended in consultation with the review team.

Procedures: casual/call in positions (no regularly scheduled hours)

1. Review team will consist of a minimum of two staff members.
2. Once the verbal offer of employment is accepted, the Clerk shall prepare an employee agreement and provide it to the successful candidate for signing.
3. The probation period will be determined by the review team.

## HIRING RELATIVES

### Purpose:

To clarify the hiring of family members of existing employees and members of Council. This is to avoid potential conflicts of interest and to avoid the potential for adverse effects on safety, supervision or morale.

### Definitions:

"Family members" for the purposes of this policy are defined as follows:

Spouse, parent, child, sister, brother, sister-in-law, brother-in-law, mother-in-law, farther-in-law, son-in-law, daughter-in-law, grandparent and grandchild.

"Spouse" is further defined as follows: the person to whom one is married or in a common-law relationship and shall include same sex partners.

### Procedure:

In accordance with this procedure family members of employees or members of Council, will not be hired into positions within the Township where they will be directly supervised by, or will directly supervise that family member. "Direct Supervisor" is the person designated through the current job description for the vacant position or at the discretion of the Clerk.

Council members may not apply for employment within the Township, unless they first resign from the Council.