

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 61-2020

BEING A BY-LAW TO ADOPT A HIRING POLICY

WHEREAS Section 270 of the *Municipal Act*, S.O. 2001, as amended, requires municipalities and local boards to adopt a policy with respect to the hiring of its employees, including policies with respect to:

- a) the hiring of relatives of a member of Council or local board, as the case may be;
- b) the hiring of relatives of existing employees of the municipality or local board, as the case may be; and,
- c) any other prescribed matter.

AND WHEREAS it is deemed expedient to adopt a Hiring Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOLLASTON HEREBY ENACTS AS FOLLOWS:

- 1. That a Hiring Policy in the form of Schedule "A" attached hereto and forming part of this By-law be and it is hereby adopted.
- 2. That this By-law shall come into force and effect on the date of passing thereof.
- 3. THAT any other By-laws, resolutions or actions of the Council that are inconsistent with the provisions of this By-law be and are hereby repealed and rescinded.

PASSED THIS 14TH DAY OF SEPTEMBER 2020.

MAYOR: BARBARA SHAW

SEAL

CLERK: BERNICE CROCKER

Schedule “A” Township of Wollaston Hiring Policy

Purpose:

The Corporation of the Township of Wollaston practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Township of Wollaston has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

Scope:

This policy applies to all current employees and all potential candidates seeking employment with the Township of Wollaston.

Responsibility:

The Township Clerk/Administrator and all management staff and/or Council Members involved in hiring process are responsible for ensuring this policy and procedure are followed.

Policy:

This Policy Shall:

1. Provide guidelines for personnel requests;
2. Provide guidelines for managing job vacancies;
3. Detail procedures for all job postings;
4. Describe the application process for potential candidates;
5. Outline the interview process;
6. Discuss employee eligibility for internal transfers;
7. Summarize the process for background checks and references;
8. Supply procedures for offers of employment;
9. Present resolutions for conflict in the hiring process.

Personnel Requests:

The Clerk/Administrator has the responsibility for ensuring that the Township has sufficient staffing levels employing qualified staff to meet operational needs.

The Township of Wollaston requires that all requests for new positions and/or additional personnel to the regular staffing compliment be directed in writing to the Clerk/Administrator for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

The Clerk/Administrator will then bring forward a recommendation, along with financial implications to Wollaston Council as part of the budget cycle for their approval of the new position.

Managing Job Vacancies:

The Clerk/Administrator has the authority to manage and hire all internal job vacancies, except for the Clerk/Administrator position. Such job vacancies will be managed and filled by appropriate Township Department Heads. The Clerk/Administrator will advise Council of the hire through the monthly Council meeting cycle.

The Clerk/Administrator will ensure that there is a hiring committee of at least two Management staff or combination of Staff and Council Members, as described below.

Council's Involvement in Hiring:

Wollaston Township Council will be involved as part of the hiring committee to fill the following positions: Clerk/Administrator; Treasurer; Chief Building Official; and Fire Chief. In this case, the Mayor as the Head of Council and the Deputy Mayor or designate will be involved with appropriate Senior Staff as part of the hiring committee. Township staff will lead this process.

Wollaston Council as a whole will approve the hiring committee's recommendation to hire the Clerk position. The Clerk/Administrator has the authority following the interview process for all other positions to offer and hire the successful candidate from the competition.

In the case of filling the Clerk/Administrator position, the former Clerk along with the Mayor and Deputy Mayor or designate will become the hiring committee. Should the Clerk not be available to lead the process, Council may consider seeking assistance from Hastings County Human Resources or a Consultant experienced in hiring Senior Level Municipal positions may be retained to lead the process.

Short Term Temporary Vacancies:

The Township of Wollaston Clerk/Administrator will determine the best course of action for the Township to manage temporary job vacancies due to staff absences in order to meet operational needs. These would be temporary vacancies of an unknown timeframe but may last up to 8 weeks.

The Clerk/Administrator has the discretion to hire, an individual without following the normal hiring process, provided the Collective Agreement is followed by posting internally for 5 days for a short term temporary period of time to allow the opportunity for current staff to be considered to fill the vacancy.

In this case, the Clerk/Administrator in consultation with the appropriate Department Head would post internally for five days. Should there be no qualified internal applicants the Clerk/Administrator has the authority to conduct an internal process to temporarily fill the short-term vacancy with a casual on call employee; or former employee who has the skills and abilities to fill the short term vacancy or an Employment agency.

From time to time, the Clerk/Administrator may determine the need for additional temporary short-term staffing supports to meet operational needs, for example to complete a specific project. The Clerk/Administrator is authorized to hire temporary assistance as required to meet operational needs provided, she/he has determined that there is sufficient funding within the requesting Departmental Budget to do so.

The Clerk/Administrator will document the process used to select the short-term temporary position, and Council will be notified accordingly.

Job Postings:

The Clerk/Administrator will ensure that all job postings comply with Accessibility legislation and regulations. This will include a statement for the provision of materials in an accessible format if required.

Internal Process:

- The Township of Wollaston requires that all new postings of employment be circulated internally to all current employees for a period of one week before being made public, or as provided for in the Collective Agreement.
- This process is designed to give current Township of Wollaston employees first priority in consideration for new employment opportunities

within the organization, and to promote applicable employees whenever possible.

- Qualified applicants under the employ of the Township of Wollaston shall remain subject to the normal hiring processes, including interviews, etc.

External Process:

- After a period of one week, if internal postings have not yielded a sufficient field of fully qualified candidates to choose from, the Township of Wollaston shall make public any new employment opportunities, by posting on its website, or social media or in the local media.
- External job postings shall be based on necessity and budget requirements.
- The Clerk/Administrator shall be responsible for the placement of all recruitment advertisements.

Application Process:

- The Township of Wollaston requires that all applicants complete an application letter for the consideration of employment. The application letter should include information about the candidate's knowledge, skills and abilities related to the position.
- Applicants must also submit a resume.
- The Clerk/Administrator will review all properly completed applications. The Clerk/Administrator and/or the Department Head may use a screening process to help determine the most qualified candidates to interview. In this case, the screening process template will be kept as part of the competition process.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply to future postings.

Interviews:

- For most positions, interviews shall be scheduled and conducted by the Clerk/Administrator or designate in conjunction with the Departmental hiring manager. The Clerk/Administrator will ensure that candidates are aware that accommodations are available upon request.

- The Clerk/Administrator and the Departmental hiring manager will determine the process and create the job competition. This may include a written component, computer testing, an in-person interview, and/or a follow up interview.
- Before candidate applications are received, the interview process and questions shall be compiled and reviewed by the Clerk/Administrator and the hiring manager to ensure their efficacy.
- An interview scoring matrix will be included with the questions.
- Upon completion of all scheduled selection processes, the results shall be reviewed by the Clerk/Administrator and the Departmental hiring manager to determine how to proceed to check references. Upon completion of reference checks, the Clerk/Administrator and the hiring manager shall make hiring decisions.
- The successful applicant will be contacted and offered the job position, requesting that confidentiality be maintained, until notified otherwise.
- Once the successful candidate has accepted the job offer, the unsuccessful candidates will be notified.
- Applications and resumes of applicants that were not selected for employment shall be maintained by the Clerk/Administrator or designate to ensure the appropriate retention of information.
- The Clerk/Administrator or designate shall notify applicants not selected for employment regarding the closure of the position.

Internal Transfers:

- Employees are encouraged to apply for internal job openings and will have their applications considered on the basis of their qualifications and potential for success at the position as per the Collective Agreement.
- Employees applying for internal job postings must first obtain the consent of their manager/supervisor.
- Internal applicants who are not selected for the position shall be notified by the Clerk/Administrator

- In the event, that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position they will begin a new probationary period, unless otherwise stated in the Collective Agreement.

References and Background Checks:

- The Departmental hiring manager and/or the Clerk/Administrator shall conduct reference and background checks on all potential candidates for employment at the Township of Wollaston. Staff will follow the Township's Records Check policy.
- Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
- References shall be checked to ensure a candidate's qualification for the position.

Offer of Employment:

- The Township of Wollaston Clerk/Administrator shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to municipal policies, successful reference and background checks, and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from the Township of Wollaston he/she will be considered an employee and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

Potential Hiring Conflicts:

Family Members:

- The Wollaston Township shall accept applications from and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.
- For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

Employee Relationships:

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with the Township of Wollaston provided that there is neither a direct managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arise, a meeting shall be held with the Clerk/Administrator to discuss a possible resolution. Possible resolution may require one of the employees to transfer to another position within the Township. If this is not possible, one of the employees must resign.

Former Employees:

- A former employee that left the Township of Wollaston on amicable terms may be eligible for re-employment, particularly in a short-term temporary basis.
- Former employees that left the Township of Wollaston without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

Council Members:

- Council Members must ensure that they do not interfere or attempt to influence any hiring processes for the Township; and if appropriate promptly disclose any conflict of interest that they may have related to Township employees.

Acknowledgment and Agreement Form

I, _____,

acknowledge that I have read and understand the Fair Hiring Policy of the Corporation of the Township of Wollaston. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____