



Human Resources

Policy Title: Recruitment

Policy Number: HR2018-001

Implemented: October 10, 2018

Revision/Review Date: April 7, 2021

Policy Statement

The Township of Georgian Bluffs (Township) is an equal opportunity employer, whose goal is to evaluate and consider the skills, qualifications, and overall ability of any individual applying for a position within the municipality, without discrimination.

Purpose and Scope

The purpose of this policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Township while remaining compliant with current legislation. It applies to both union and non-union positions of the Township, however union employees should refer to the Collective Agreement for additional information.

Definitions

Family Member - A father, mother, grandmother, grandfather, brother, sister, husband, wife, son, daughter, grandchild, stepfather, stepmother, stepchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle or aunt, domestic partner (a person with whom your life is interdependent and who shares a common residence) and their children.

Friends - A person whom one knows and with whom one has a bond of mutual affection.

Policy Requirements

General Provisions

- a) The hiring policy applies to all departments and includes the hiring of full-time, part-time, and temporary/casual employees.
- b) It is the intention of the Township that the most suitable candidate for each position be hired.
- c) The Township supports the merits of promoting from within the organization and succession planning when there are internal candidates with the necessary knowledge, skills, abilities and qualifications.
- d) The Township will not discriminate against any person in the course of hiring under the Protected Grounds of the Human Rights Code of Canada.

- e) If a selected applicant requests an accommodation for a disability, the Township shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.
- f) When a position where driving is an essential duty of the job, the Township will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at their own expense.
- g) An applicant supplying false or misleading information may be subject to immediate termination from the hiring process and/or their current position.
- h) The Township requires all successful applicants to provide a Police Record Check and a Vulnerable Sector Screening, completed within the past 3 months, prior to their start date.

Recruitment Process

The following guidelines will be followed for the recruitment of all positions within the Township.

Non-union postings

The Township will post non-union jobs internally for a period of one (1) week, by means of emails, bulletin boards etc. Qualified internal applicants shall remain subject to the normal recruitment processes, including interviews.

External job postings will be advertised by the Human Resources (HR) Manager on the Township website and in the media deemed most appropriate (e.g. professional associations, web sites), for a minimum of two (2) consecutive weeks.

Internal and external job postings will be posted on the same date but will have different closing dates due to a longer posting time for external job postings.

Union postings

Postings for unionized positions will follow the internal and external processes in accordance with the respective Collective Agreement.

All candidates are to submit a resume and cover letter for review by the HR Manager and the respective Department Head. All submissions will be reviewed, however only the most qualified candidates will be contacted for interviews. Applicants shall submit a minimum of three (3) professional references.

Interview and Selection Process

Chief Administrative Officer (CAO):

The hiring committee will consist of the Mayor, Deputy Mayor, and appointed Councillors(s) and outside qualified person(s), as appropriate. HR support will be provided throughout the interview and selection process. The team shall prepare a written recommendation to Council for final approval.

Department Head:

The hiring committee will consist of the CAO, HR Manager and another selected Department Head.

Department Supervisors/Employees:

The hiring committee will consist of the Department Head/Hiring Manager, HR Manager and another selected Department Head.

In some cases, external experts in their field may be asked to join the hiring committee if appropriate.

Interviews

The HR Manager will set up and facilitate all interviews. More than one interview and/or an employment skills test may be required to determine candidate suitability, depending on the position. Interview candidates will be rated by the interview committee and the most appropriate person will be selected for hire.

Unsuccessful candidates will be notified only once the successful candidate has accepted the offer.

Potential Hiring Conflicts

Family Relationships:

The Township shall abide by the Human Rights Code in its hiring practices as it relates to hiring individuals with family members who are existing employees.

The Township is committed to providing good government in an accountable and transparent manner as it relates to nepotism. All situations, in which family members of current employees or members of Council are hired, transferred, promoted, appointed or acquire the status of family member once employed, shall be reviewed to ensure that any bona fide occupational requirement potentially affected by nepotism is considered.

All candidates and hiring committee members are required to complete a Candidate Declaration form in order to ascertain whether there is a real or perceived conflict of interest.

It is the Township's expectation that the onus remains with the employee and hiring department to bring forth to Human Resources situations involving family relations, which may be a conflict of interest.

No individual will be involved in employment related matters where the involvement of that individual may result in a conflict of interest. This also relates to the hiring of friends.

Offer of Employment

References will be checked by the HR Manager, and with the receipt of a minimum of two (2) positive professional references, a conditional offer of employment will be made first verbally, then in writing to the successful candidate, and unsuccessful candidates will be notified.

Should the applicant accept the offer of employment, they will be considered an employee, and provided with a start date and required location to report for duty.

Employee orientation will take place on the first day of employment. Orientation will consist of mandatory training, policy reading, payroll set up, benefit enrollment (if applicable) and a general orientation to the new employee's department.

By-Law Appointments:

The HR Manager will prepare written hiring recommendations for appointment by by-law at the next meeting of Council, for any statutory position, including CAO, Chief Building Official, By-law Enforcement Officials, Treasurer and Clerk, and their designates.

Introduction to Staff and Council

The hiring manager will send an email out to all staff to introduce and welcome the new staff member to his/her team. For any permanent full time staff the hiring manager will also make arrangements for the new staff member to be introduced at the next Council meeting and given the opportunity to introduce themselves.

Probationary Period

New employees are required to complete a minimum three (3) month probationary period, Department Heads six (6) months. Every effort will be made to help new employees adapt successfully to their new work environment. The probationary period also provides employees with the necessary time to become familiar with the Township and to evaluate whether or not they will be able to achieve their personal objectives or otherwise realize their full potential while employed here.

Monitoring and Review

This policy shall be reviewed every three (3) years by the HR Manager and the CAO. Any minor revisions required prior to the review date will be completed by the HR Manager and CAO.

Staff are required to sign a new acknowledgement sheet indicating the employee has read and understands the changes. Signed acknowledgement sheets are retained in the employee's personnel file in the HR department.

Associated Forms

- HR2018-001 Candidate Declaration