

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:		SUBJECT:	
Hiring Policy		The Hiring of Township Employees	
POLICY SECTION:		POLICY NO:	
H		1	
EFFECTIVE DATE:	May 11, 2016	ENACTED BY:	
AMENDED DATE:	July 12, 2023	Resolution, By-Law 23-55	

The Township of The North Shore is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status and disability.

All vacant positions in the Township of The North Shore required to be filled shall be staffed by qualified candidates selected and appointed on the basis of education, experience, knowledge, abilities, suitability and, when appropriate, seniority and residency, to be considered within the framework of legislation, equal opportunity, fairness of employment, budgetary limitations and corporate needs.

1.0 PURPOSE

The purpose of this statement of policy and procedure is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

2.0 SCOPE

All Departments, Managers and Supervisors are responsible for following the guidelines outlined in this policy.

3.0 DEFINITIONS

For purposes of this policy, "immediate family" includes: the employee's spouse including common-law, brother including stepbrother, sister including stepsister, parents including stepparents, children including stepchildren, grand parents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law and son-in-law.

4.0 PROCEDURES

4.0.1 Application and Selection Process

The Corporation's objective is to always hire the most competent and qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.

- 4.0.1.1 It will be the responsibility of the Clerk to ensure that the job description for the position to be filled is accurate and has been approved by Council when applicable.

- 4.0.1.2 All positions will be publicly advertised in a local publication that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice. Council may, at its discretion, direct that additional advertising of the position be carried out. A draft ad of the position to be filled may also be required for perusal by Council prior to advertising.
- 4.0.1.3 All applicants must complete an application form and/or prepare a resume and submit such to the Clerk or other designated person outlining his or her qualifications and experience.
- 4.0.1.4 The Clerk and Department Head will review all applications entered into the competition by the closing date and create a short list from which candidates will be selected for interviews.
- 4.0.1.5 Interviews will be conducted by the Clerk and the Department Head. Council will participate in interviews for the Clerk's and Department Head positions.
- 4.0.1.6 All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.
- 4.0.1.7 Final candidates may be requested to complete employment tests deemed necessary to determine his or her skill, knowledge or ability to perform the job.
- 4.0.1.8 Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.
- 4.0.1.9 Consideration for entitlement to interview expenses for out-of-town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature must be approved by Council.
- 4.0.1.10 Candidates being considered for hire shall provide proof of education background, associated training, references, and certificates as requested.
- 4.0.1.11 Once the interviews are complete and the successful candidate has been selected, the Clerk will contact the candidate and make a conditional offer of employment.
- 4.0.1.12 The Clerk will present a report in Closed Session to Council to indicate who the successful hire is.
- 4.0.1.13 New employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Township and a current copy of the employee's Provincial Driving Record, per the Township's Criminal Record Check Policy.
- 4.0.1.14 The costs associated to providing any of the aforementioned documentation shall be considered per the Township's Criminal Record Policy

5.0 HIRING OF RELATIVES OF A MEMBER OF COUNCIL, LOCAL BOARD OR EMPLOYEE

- 5.0.1 Section 270 of the *Municipal Act, RSO 2001* requires that a municipality and a local board shall adopt policies with respect to the hiring of its employees, including policies with respect to,
- 5.0.1.2 the hiring of relatives of a member of council or local board, as the case may be;
 - 5.0.1.3 the hiring of relatives of existing employees of the municipality or local board, as the case may be; and
 - 5.0.1.4 any other prescribed matter.
- 5.0.2 In accordance with Ontario's Human Rights Code Section 4(1), Chapter 53, the Corporation of the Township of The North Shore will not discriminate in its hiring practices on the basis that the person is related to a current or former employee or a current or former council member. Notwithstanding, the following issues must be considered before selecting a candidate who is related to an employee or a council member:
- 5.0.2.1 is the candidate qualified for the position?
 - 5.0.2.2 are the candidate's qualifications equal or better than those of the other candidates?
 - 5.0.2.3 if the candidates will be working with his or her relative, is that a concern for the council or supervisor, the employees in the immediate work area, or the candidate?
 - 5.0.2.4 it is not recommended that the candidate be in a direct reporting relationship, either subordinate or supervisory position, to his or her relative unless employed on a temporary or casual basis; and,

Department heads/supervisors and staff should consult with the Clerk in situations where his or her own relatives are being considered for any position.

Employees and council members can recommend friends and relatives for employment. They will be considered for employment if they meet the requirements of the job.

Members of an employee's or council member's immediate family will be considered for employment by the Township of The North Shore. However, an immediate family member may not be hired if such employment would:

- (a) Create either a direct or indirect supervisor/subordinate relationship with a family member unless employed on a temporary or casual basis; or
- (b) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criterias will also be considered when assigning, transferring or promoting an employee.

6.0 HIRING OF SUMMER STUDENTS

- 6.0.1 At least one parent of the applicant will reside in the Township.
- 6.0.2 The applicant must be 16 years of age, or older, at the time of hiring.
- 6.0.3 The applicant must be a full-time student or returning to school in the fall.
- 6.0.4 The order of preference considered for summer student employment should be:
1. Returning applicants
 2. University student
 3. College student, then
 4. Secondary school student
- 6.0.5 One employed student per family is recommended.
- 6.0.6 Conditions stipulated in particular grant programs will supersede this policy.
- 6.0.7 The student must be interviewed and accepted by a hiring committee consisting of the Clerk and Department Head.
- 6.0.8 Applicants other than described in 6.0.1 above, may be considered if no other applications meet the job qualifications.
- 6.0.9 The students must supply their own transportation to and from work.
- 6.0.10 All summer students must complete safety orientation training.
- 6.0.11 The students are responsible for their own safety boots.