

**TOWN OF
AMHERSTBURG**



POLICY NO.: HO2-00 HIRING POLICY

SOURCE:

SECTION:

DATE ENACTED: December 10th, 2007

DATE OF AMENDMENT:

SUBJECT:

HIRING POLICY

INTENT:

To ensure the Corporation of the Town of Amherstburg hires, promotes and transfers the most qualified individuals available to fill position within the Corporation. These procedures shall reflect fair and equitable treatment for the hiring of all employees. The Town ascribes to the principle that the best person for the position is hired for vacant positions. This policy shall provide a hiring process that is consistent with the Human Rights Code. The Town shall provide accommodation for persons with disabilities who become employees of the Corporation.

SCOPE:

This policy applies to the hiring, promotion and transfer of all employees.

APPROVAL for STAFFING

1. All new positions within the Town (permanent, temporary, part-time) are approved by Council through a staff report and/or through the budget process. All approved positions require budget approval.
2. All approved positions, with the exception of the CAO, are staffed through a request by the appropriate Department Head to the Human Resources Specialist.
3. The CAO / Human Resources Specialist will advise Council of all existing vacancies, and the successful candidate for vacant permanent positions once the position is filled.
4. Council, the CAO or the appropriate Department Head shall request a review of the vacant position to determine its need once a position is vacant.

PROCEDURE / IMPLEMENTATION:

Request Procedure for All Positions:

Once Council approval has been obtained, the following procedure for staffing will be followed:

1. Department Heads are authorized to initiate the hiring process. Department Heads will submit a request to hire an employee to the Human Resources Specialist which includes a job description outlining the qualifications required and the responsibilities of the position.
2. The Human Resources Specialist will review the request and supporting documentation for completeness, receive approval from the CAO and will inform the Department Head of the methods and timing to fill the vacancy.
3. The Human Resources Specialist will make a determination on the on the need of the requirement for advertising of a vacant position. Advertising in local media is preferred, however, advertising in regional and national media requires consultation and approval of the CAO and Council.
4. The Human Resources Specialist convenes a hiring team, interviews, completes reference checks and other approvals and requirements and in conjunction with the Department Head selects a preferred candidate.
5. All positions require a medical certificate by the successful candidate. A police reference check is required for all positions. The cost of these items are the responsibility of the candidate and reimbursed once hired.

Filling of Vacancies [Temporary and Permanent Positions]:

1. The Human Resources Specialist will coordinate the staffing process.
2. In the case of a unionized position, the job will be posted internally as per the language in the collective agreement before external advertising takes place.
3. Interviews will be conducted by the immediate supervisor and the Human Resources Specialist. Other interviewers may be included as deemed appropriate.
4. An interview questionnaire will be developed for each vacancy which ensures consistency and accountability. Applicants will be selected for an interview

based on skill, ability, merit, education and experience that is best matched to the requirements of the position.

5. In the case of the CAO vacancy, the filling of this vacancy will be at the discretion of Council. In the case of the filling of the vacancies for the Clerk or Treasurer, the rules of the Municipal Act will apply.
6. Council concurs with the principle of succession planning within the organization. To this end, nothing in this policy shall prevent Council from promoting an existing employee to another job provided that the Council is satisfied that the employee has the qualifications necessary to fulfill the duties of the position. Existing employees may be placed through an interview process if deemed necessary by Council and the CAO. In the event an existing employee is to be promoted or transferred to another position, the following process will be followed:
 - Report by Department Head to CAO
 - Report to Council by CAO
 - Approval of Council to fill position in this manner.
7. While adherence to this policy is important, there will be situations where due to specialized qualifications or circumstances that it may be necessary to recruit a candidate for a position while foregoing the advertising, selection and interview process provided that the candidate has the qualifications necessary to fulfill the duties of the position. In these cases, the CAO will consult with Council before an offer of employment is made.
8. The Union will be advised, as per the IBEW collective agreement, of any requirement when hiring temporary staff.

Filling of Vacancies (Temporary, Seasonal, Part-time, Casual and Short Term Employee Contracts):

Once Council approval has been obtained, the following procedure will be followed:

1. The Human Resources Specialist will coordinate the staffing process.
2. An interview questionnaire will be developed for each vacancy which ensures consistency and accountability. Applicants will be selected for an interview based on skill, ability, merit, education and experience that is best matched to the requirements of the position.
3. Applicants will be interviewed by an interview team consisting of the immediate supervisor, Department Head and Human Resources Specialist.

4. While adherence to this policy is important, there will be situations where due to specialized qualifications or circumstances that it may be necessary to recruit a candidate for a position while foregoing the advertising, selection and interview process provided that the candidate has the qualifications necessary to fulfill the duties of the position. In these cases, the CAO and Council must be apprised of the details prior to an offer of employment being made.
5. Offers of employment to seasonal, part-time, casual and short-term will be in writing with specific start and end dates, performance expectations, reviews and salary.