



MUNICIPALITY OF LAMBTON SHORES
CORPORATE POLICY
HIRING POLICY

POLICY NO.:
CP-HR-POL-005

Responsible Dept.: Human Resources	Effective Date: December 31 2007
Approval Authority: Council	Next Review:

1 PURPOSE

- 1.1 To ensure that vacant positions are staffed in an equitable, consistent, timely and effective manner.

2 GENERAL POLICY STATEMENT

- 2.1 The Municipality of Lambton Shores recognizes that as a service organization, its effectiveness is determined largely by the quality of the people that comprise its workforce. To this end, an impartial and objective recruitment and selection process best ensures the employment of the best qualified and experienced personnel available.
- 2.2 The Municipality of Lambton Shores is an equal opportunity employer.
- 2.3 It shall be the policy of Council to hire the best candidate available. Preference will be given to residents of Lambton Shores when all other factors are equal. A relative of an existing employee, who is identified as being the best candidate, may be hired and or promoted if there is no direct on-the-job supervisory link between the parties.
- 2.4 It is also the policy of Council to provide equality of opportunity for employment without discrimination, consistent with the requirements of the Ontario Human Rights Code.
- 2.5 Council will not tolerate acts of favouritism or discrimination in the selection process and elected officials, appointed officers or employees shall not attempt to influence the hiring of any applicant.

3 HIRING POLICY

- 3.1 The Council shall be responsible for hiring of the Chief Administrative Officer; all other hiring and hiring processes are to be co-ordinated through the Chief Administrative Officer (C.A.O.). Further, the C.A.O. is responsible for assembling the best qualified and experienced candidates available and for providing professional assistance and counsel to the hiring Department, which unless otherwise specified and subject to the approval of the Chief Administrative Officer (C.A.O.), is solely responsible for the final hiring decision.

4 PAY EQUITY PROGRAM

- 4.1 The Municipality of Lambton Shores shall comply with all the requirements of the Province of Ontario's Pay Equity Act and shall ensure there is internal equity as well.

5 REQUISITION AND RECRUITMENT PROCEDURES

5.1 General Provisions:

The Municipality of Lambton Shores WILL NOT favour nor inhibit the hiring of relatives over others. All candidates will be given equal opportunity for employment, based upon qualifications and merit, regardless of relationship to either an employee or an elected official.

5.2 For the purpose of this policy statement:

“Relative” is, for the purposes of this policy and in conformity with the Ontario Human Rights Code, deemed to include the spouse (including Common Law spouse), child or parent of an employee.

Employment will not be allowed where the potential employee would be subject, either directly or indirectly, to the supervisory control of a relative. In cases of promotion or transfers from within the Municipality of Lambton Shores or in situations where related employees may, for any reason come into supervisory relationship, the Municipality may consider alternatives to avoid that relationship.

5.3 Employment Hiring Authority

The C.A.O. shall have the authority to advise Council on performance and to recommend to Council the employment, appointment, promotion, demotion, suspension or dismissal of Department Heads.

The C.A.O. shall have the final authority, upon prior notice to Council, and in consultation with the appropriate Department Head, to employ, appoint, promote, demote, suspend or dismiss an employee of the Municipality below the rank of Department Head and not covered by a Collective Agreement, and in accordance with all applicable employment Legislation.

The C.A.O. shall have the authority to, in consultation with the Department Heads, employ, appoint, promote, demote, suspend, and dismiss all other employees of the Municipality within approved staff complement levels, in accordance with the requirements of any/all affected Collective Agreements and all applicable employment Legislation.

5.4 Policy for the Creation of New Full Time Positions

Recommendations by the C.A.O. for the creation of new full time positions within the Municipality shall be presented to Council for approval and no hiring shall take place until such time as Council has approved the establishment of the new position.

In the interest of sound employee relations, the Municipality shall consider internal candidates prior to and separate from external applicants, and this shall be done by posting of a notice of the hiring in all workplaces one week prior to a solicitation for external candidates.

Recruitment from outside of the Municipality shall normally take place by means of an advertisement in local newspapers and/or via selected publications. Depending upon the level and circumstance of the vacancy, the C.A.O., after consultation with the Council, may retain the services of a profession recruiting agency to provide the Municipality with a short list of qualified candidates for consideration. It may be necessary to advertise in other newspapers or other publications with wider circulation.

5.5 Former Municipal Employees

Former employees of the Municipality of Lambton Shores who have left voluntarily or through no fault of their own and who make application for re-employment will be given consideration. It is Municipal policy not to re-employ those who are discharged for cause. A re-employed person must waive all rights accruing from prior service with the Municipality.

6 RECEPTION AND EVALUATION OF APPLICANTS

6.1 Hiring of Chief Administrative Officer

Council may undertake the search and hiring process for a Chief Administrative Officer in accordance with good practices and this hiring policy or engage the services of a professional search firm to assist them in that task as it may deem necessary.

Regardless of the process taken, short listed candidates will be subject to employment investigations into their educational and work background and personal references. Only fully qualified applicants will be considered for employment.

Once the selection process has been completed and a suitable candidate identified the following process would be followed to confirm the selection:

1. A formal written offer of employment from the Mayor is extended to the successful candidate, and a written acceptance of the offer is received.
2. A By-law is passed to either establish the position (if changes to the position description are required) or to appoint the successful candidate to the position, or both.

6.2 Hiring of Department Heads

Short listed applicants for employment will be subject to employment investigations into their educational and work background and personal references. Only fully qualified applicants will be considered for employment.

6.3 The appointment to a Department Head vacancy is subject to the approval of the C.A.O. The Council, may at it's discretion, in closed session,

discuss and provide direction on the C.A.O.'s recommendation. The selection procedure is as follows:

1. The Council, in closed session, would discuss and provide direction on the C.A.O.'s recommendation.
2. A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.
3. A By-law is passed to either establish the position or appoint the successful candidate to the position, or both.

6.4 Hiring of All Other Staff

The appointment process for all other senior staff and other employees is subject to the approval of the Department Head, the C.A.O. and others as deemed appropriate for the vacancy being filled.

Items, which will be reviewed during the screening and short listing process, include: written application and resume, verification of references, testing procedures where necessary and pre-employment health examination to determine physical fitness for employment.

A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.

7 HIRING OF PART-TIME

- 7.1 The Community Service Department part time employees are normally employed for not more than 28 hours per week for seasonal work but can be hired for up to 40 hours per week, this is subject to the approval of the C.U.P.E. Chairperson.
- 7.2 As the Community Services part time employees have become a pool for full time employees the Municipality has adopted the following procedure with regard to the hiring of Community Services Part Time.
- 7.3 The C.A.O. and one Senior Management representative from the Community Services Department shall interview part time candidates with an emphasis on the principle that the candidate could potentially end up applying for a full time position in the Community Services Department.

8 APPROVAL

Council		Res #
Authority	Chief Administrative Officer	Date December 31 2007
Amended/Modified/Replaced	Date:	