

**THE CORPORATION OF THE
TOWNSHIP OF CENTRAL MANITOULIN**

BY-LAW 2005-05

BEING A BY-LAW TO ESTABLISH A HIRING POLICY

WHEREAS pursuant to Section 270 of the Municipal Act, 2001, as amended, a municipality or local board must adopt policies with respect to the hiring of employees;

AND WHEREAS the Township of Central Manitoulin deems it advisable to establish a hiring policy:

NOW THEREFORE, THE CORPORATION OF THE TOWNSHIP OF CENTRAL MANITOULIN HEREBY ENACTS AS FOLLOWS:

- 1. THAT the Hiring Policy be established as set out in Schedule “A” attached hereto and forming part of this By-law.**
- 2. THAT any previous By-law or policy established by the Corporation of the Township of Central Manitoulin regarding The hiring of employees is now null and void.**
- 3. AND THAT this By-law shall come into effect upon its enactment.**

Read a First Time this 22nd day of January, 2005

Read a Second and Final time this 10th day of February, 2005.

REEVE – Richard Stephens

CLERK-TREASURER – Ruth Frawley

I, _____, Clerk of the Township of Central Manitoulin, hereby certify that the foregoing is a true copy of By-Law No. 2005-05 passed by the Council of the Township of Central Manitoulin on the 10th day of February, 2005.

Clerk

**THE CORPORATION OF THE
TOWNSHIP OF CENTRAL MANITOULIN**

Schedule "A" to By-law 2005-05

HIRING POLICY STATEMENT

1. POLICY WITH RESPECT TO HIRING

The purpose of this policy is to establish guidelines regarding the hiring and recruitment of full-time and part-time employees, so that the selection process is consistent and fair for all concerned. This policy does not apply to casual employees. Current and past employees are entitled to apply for any position for which they may be qualified and will be given the same consideration as external applicants.

The hiring committee may also consider the rate of pay, which the candidate will receive, and then make a recommendation to Council regarding this. All positions, with some exceptions, have salary ranges established for them, and the successful candidate's salary shall be placed within that range.

2. TO HIRE EMPLOYEES

The Corporation of the Township of Central Manitoulin shall appoint a hiring committee. The committee shall review applications; short list candidates if necessary, interview suitable candidates, check references, and recommend the best candidate to Council, then, after Council's approval to hire a specific candidate, the Council shall authorize the Clerk, by a motion, to offer the position to the preferred candidate.

The Clerk-Treasurer or designate will act as a resource person in an advisory capacity on the selection/hiring committee.

Interview members of the selection/hiring committee must be present for all interviews to be part of the final recommendation to council on any hiring.

3. JOB POSTING AND ADVERTISING

Employment positions will be advertised in the local newspapers for at least two weeks. Council may request that the Clerk-Treasurer expand the advertising of a position to include other formats and other newspapers. Advertisements will include the job title, qualifications required, description of duties and term of appointment if temporary.

4. INFORMATION IN APPLICATIONS

All applicants are expected to supply the information requested within the advertisement, and to submit the names of three (3) references that are familiar with their character and abilities.

5. CRIMINAL CHECKS

An offer of employment may be conditional upon successful completion of a criminal record check/police record check. The costs associated with obtaining a criminal record check/police record check will be reimbursed by the municipality.

6. HIRING RELATIVES OF EMPLOYEES

For the purposes of this policy, “relative” includes spouse, common-law spouse or same sex partner, or child, who is living in the same residence of any employee or Council member.

Council may hire relatives of employees or members of Council, provided that relatives do not work in a supervisory relationship with another relative. Such relationships will not normally restrict the temporary employment of a relative for summer student’s jobs, co-op placements or similar employment lasting not more than three (3) months.

An employee, elected representative or appointed representative of the Township of Central Manitoulin will not participate in any part of the selection process nor make any offer of employment where a relative is being considered for employment.

Any member of the Hiring Committee will declare a familial relationship, as defined under the definition of relative, as soon as he/she becomes aware that a relative has applied for the position.

7. SELECTION PROCESS

The selection process shall be based on the requirements of the job, according to the job description for the position. There shall be no discrimination based on any personal characteristics that are protected by human rights legislation such as race, sex, religion and disability. Disabled persons are eligible for appointment provided that they are able to perform the work described in the job description. Employment decisions are based on an individual’s qualifications and competencies focusing on skills, training and overall ability to perform the work.

8. TESTING

The Hiring Committee may wish to administer tests, which help to determine a candidate’s ability to perform the duties of the job for which he/she has applied. Testing may be administered prior to or after the interview process and may be used to identify those candidates who meet the qualifications for the position. All testing will be administered in a consistent manner for all candidates.

9. PRE-EMPLOYMENT REQUIREMENTS

The Committee or Clerk-Treasurer will contact references with the written permission of the candidate chosen for the job or the alternate, if Council has designated one. All candidates who are interviewed will be asked to complete and sign an Employment Reference Check Release Form (Appendix A) indicating the names of references that may be contacted.

Questions related only to the Candidate’s employment performance may be asked. The Employment Reference Checklist (Appendix B) will be completed for each reference contacted.

10. OFFER OF EMPLOYMENT

The offer of employment will, at a minimum, contain the following:

1. Start date of employment
2. Classification of position
3. Rate of pay
4. Probationary requirements

In the event that the successful candidate declines the offer of employment, Council may have recommend an alternate(s) at the time of the original decision on who to hire, and the Clerk – Treasurer may then proceed to the next choice of Council, if one has been dully selected.

11. PROBATIONARY PERIOD

All newly hired employees in a supervisory position shall be on probation for one full year. All other positions shall have probation for a period of six months from the date of hiring. The Council may dismiss a probationary employee for reasonable cause. Reasonable cause means it is reasonable for the employer to conclude that the probationary employee is unsuited to the position.

12. COMMUNICATION WITH UNSUCCESSFUL CANDIDATES

Each unsuccessful candidate who was interviewed will receive a letter from the Clerk-Treasurer, but candidates that have only sent in an application but were not interviewed will not necessarily receive a response, only if staff time allows for it.

13. RETENTION OF DOCUMENTATION RELATED TO RECRUITMENT AND SELECTION

All documentation related to the recruitment and selection process will be kept on file for a minimum of one year

HIRING POLICY STATEMENT

APPENDIX A

I, _____, hereby grant permission to the Corporation of the Township of Central Manitoulin to conduct an Employment Reference Check with the following person (s) and/or company(ies).

List: _____

Witness

Signature of Job Applicant

Witness

Signature of Clerk-Treasurer

Date

EMPLOYMENT REFERENCE CHECKLIST

1. Has _____ worked for you in the past?
(Name of Applicant)
2. Were you his/her direct supervisor?
3. What type of work did (name of applicant) do for you ?
4. Did he/she perform his/her duties/responsibilities well?
5. Would you recommend hiring him/her?
6. Did he/she have any particular work skills that may be beneficial ?