

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2013-053
BEING A BY-LAW TO ADOPT A RECRUITMENT, SELECTION AND HIRING POLICY
FOR THE CITY OF TEMISKAMING SHORES

WHEREAS Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states that a municipality shall adopt and maintain policies with respect to the hiring of employees;

AND WHEREAS Council for the City of Temiskaming Shores reviewed Administrative Report CS-013-2013 at its Regular Meeting of April 2, 2013 regarding a revised *Recruitment, Selection and Hiring Policy*;

NOW THEREFORE the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council adopts a ***Recruitment, Selection and Hiring Policy*** for the City of Temiskaming Shores identified as Schedule "A" attached hereto and forming part of this by-law.
2. That By-law 2004-151 and any amendments thereto be hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.
4. That this by-law shall come into force and take effect on the date of its final passing.

Read a **FIRST, SECOND and THIRD TIME and FINALLY PASSED** this 16th day of April, 2013.

MAYOR

CLERK



SCHEDULE A TO
BY-LAW 2013-053

RECRUITMENT, SELECTION AND HIRING POLICY

Section 1: Overview

The Corporation of the City of Temiskaming Shores recognizes that as a service organization, its effectiveness is determined largely by the quality of people that comprise its work force. To this end, an impartial and objective recruitment and selection process best ensures the employment of the best qualified and experience personnel.

The City of Temiskaming Shores is an equal opportunity employer that provides equality of opportunity for employment without discrimination, consistent with The Ontario Human Rights Code and the candidate's ability to successfully perform the duties of the job.

The process for filling job vacancies will be fair, equitable, open and transparent.

The City is best served by a public service that reflects its communities. External recruitment will include outreach to diverse applicant pools.

Collective agreements, legal requirements of employment and City of Temiskaming Shores policies, procedures and guidelines will be followed in all steps of the hiring process.

Hiring and promotion will be based on required skills, abilities, qualifications and seniority as applicable.

The City of Temiskaming Shores is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process to ensure that all are able to participate fully and equally during the recruitment and selection process.

Section 2: Purpose

The purpose of this Policy is to set a consistent and equitable standard for the recruitment and selection of employees at the City. This will help to create a diverse and qualified talent pool to support the City's current and future business needs. Effective recruitment, selection and promotion practices optimize the efficiency of human resources, and maximize the number of promotion and career development opportunities for existing employees.

Section 3: Scope

This Recruitment, Selection and Hiring Policy applies to union and non-union permanent, temporary, part-time, and student hiring for which there is a job competition.

Section 4: Definitions:

- Full Time Employee: A full time employee shall be defined to mean an employee who is regularly scheduled to work more than twenty four (24) hours per week.
- Part Time Employee: A part time employee shall be defined to mean an employee who is regularly scheduled to work no more than twenty four (24) hours per week.
- Probationary Employee: A probationary employee shall be defined to mean an employee in the service of the City during the Probationary Period.
- Permanent Employee: A permanent employee shall be defined to mean an employee employed in the service of the City who has successfully completed the Probationary Period.
- Temporary/Seasonal Employee: A temporary/seasonal employee shall be defined to mean an employee hired for seasonal employment for a period of no more than seven (7) consecutive months.
- Summer Student Employee: A student employee shall be defined to mean a student employed for seasonal employment no earlier than April 15th and ending no later than September 15th in any calendar year who must be attending an educational institution prior to the summer season and returning on a full time basis for the coming school term.
- Relative: A relative shall be defined to mean any person who is a spouse, child, sibling, niece, nephew, aunt, uncle, parent or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently separated or divorced, or who whose relationship with the employee is similar to that of persons who are family members or are related by marriage.

Section 5: Hiring of Relatives

No employee or member of Council will participate in the hiring or discipline of an employee to whom they are a relative.

It is the responsibility of employees and members of Council and/or candidates for employment with the City of Temiskaming Shores to declare whether other City employees are their relatives.

No employee or member of Council may be in a position for the handling of confidential material related to the performance or evaluation of an immediate relative.

An employee cannot be hired to a position that would result in a direct reporting relationship between relatives. In cases of promotion or transfers from within the City of Temiskaming Shores or in situations where related employees may, for any reason come into supervisory relationship, the City may consider alternatives to avoid that relationship.

Section 6: Responsibilities

City Manager shall:

- approve the appointment, suspension and dismissal of all employees below the Director level;
- provide guidance, advice and assistance to Council on the appointment, suspension and dismissal at the Director level;
- provide direction of the following functional areas: employee and labour relations, recruitment and selection, compensation, pension and benefit administration, human resources information management, occupational health and safety and education and training development; and
- provide Council with recommendations for approval to create new positions.

Director of Corporate Services shall:

- develop staffing policies and guidelines, establish the hiring process and monitor that all hiring activity is fair, equitable and complies with the Collective Agreement, City policies and procedures;
- Coordinate the following functional areas: employee and labour relations, recruitment and selection, compensation, pension and benefit administration, human resources information management, occupational health and safety and education and training development;
- be responsible for employee files; and
- maintain privacy and confidentiality of information.

Section 7: Hiring of a Director Position

1. Where a vacancy occurs, as the result of resignation, promotion, transfer or dismissal of a Director, or the creation of a new position, the City Manager will advise Council.
2. The Director of Corporate Services will be authorized to post the position both internally and externally.
3. An Interview Committee will normally be comprised of the City Manager, Director of Corporate Services together with the Mayor Member of Council that expresses a desire to be present.

4. Applications received from qualified candidates will normally be reviewed by the Interview Committee within one week following the due date advertised in the positing. Candidates for interviews will be evaluated and ranked based on the information presented in the applications.
5. The Director of Corporate Services will arrange for all interviews to be conducted, by the Interview Committee.
6. Following completion of the interviews, the Interview Committee will complete a scored evaluation of each candidate interviewed and present a recommendation to Council.
7. Council shall approve the candidate to fill the vacancy.
8. The Director of Corporate Services will prepare a written offer of employment to the approved candidate. The candidate's signature on the letter offering employment shall indicate acceptance of the conditions of employment.
9. The Director of Corporate Services shall notify the interviewed candidates that were not successful in being selected for the position.

Section 8: Hiring of Management / Non-Union Positions

1. Where a vacancy occurs, as a result of resignation, promotion, transfer or dismissal of an employee, or the creation of a new position, the Director of the applicable department will advise the City Manager and provide a justified recommendation to fill the vacant position.
2. Hiring of all Management and Non-Union Employees shall be in consultation with the City Manager, the Director of Corporate Services, and the Director of applicable department.
3. Should the City Manager deem it appropriate to fill the vacant or new position, the Director of Corporate Services will be authorized to post the position internally and externally.
4. Director of Corporate Services will be authorized to post the position internally and externally.
5. An Interview Committee will normally be comprised of the Department Director, Director of Corporate Services, and one other member depending on the nature of the position.
6. Applications received from qualified candidates will normally be reviewed by the Department Director and the Director of Corporate Services within one week following

the due date advertised in the posting. Candidates selected for interviews will be evaluated and ranked based on the information presented in the applications.

7. The Director of Corporate Services will arrange for all interviews to be conducted, by the Interview Committee.
8. Following completion of interviews, the Interview Committee will complete a scored evaluation of each candidate interviewed.
9. The Interview Committee shall provide a recommendation to the City Manager for the filling of the position. The City Manager will approve the preferred candidate.
10. The Director of Corporate Services will prepare a written offer of employment to the approved candidate. The candidate's signature on the letter offering employment shall indicate acceptance of the conditions of employment.
11. The Director of Corporate Services shall advise the unsuccessful candidates that were interviewed they have not been selected.

Section 9: Hiring of Union (CUPE) Employees

The hiring of Union (CUPE) Employees will be in accordance with the CUPE Local 5014 Collective Agreement.

Section 10: Compliance

Any attempt to improperly influence a recruitment or selection decision will be reviewed by management and, if verified, result in appropriate disciplinary action. Failure to comply with this policy and its associated procedures may result in appropriate disciplinary measures up to and including termination of employment.

Section 11: Other Applicable Legislation

- CUPE Local 5014 Collective Agreement
- Employment Standards Act
- Ontario Human Rights Act
- Accessibility for Ontarians with Disabilities