

**THE CORPORATION OF THE TOWNSHIP OF JOCELYN**

**BY-LAW NO. 2004-1050**

A By-Law to Adopt a Policy for hiring for the  
Township of Jocelyn

**WHEREAS** Section 271 of the Municipal Act, S.O. 2001.25, and amendments thereto, provides that Councils shall adopt policies with respect to its hiring of employees within the municipality;;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF JOCELYN  
HEREBY ENACTS THE FOLLOWING AS A BY-LAW:**

1. That any previous Township of Jocelyn Hiring Policies are hereby rescinded.
2. That the Reeve and Clerk are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
3. That this By-Law is enacted upon the third and final reading hereof.

**READ A FIRST, SECOND AND THIRD )**

**TIME AND FINALLY PASSED THIS )**

**4th DAY OF NOVEMBER 2004 )**

)   
) **REEVE MARK HENDERSON**

)   
) **CLERK JANET BOUCHER**

# ***THE CORPORATION OF THE TOWNSHIP OF JOCELYN***

## ***HUMAN RESOURCES POLICY AND PROCEDURES***

***Subject: Hiring Policy #2004-1***

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### **POLICY**

The Township of Jocelyn 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, disability or record of offences.

Employment decisions are based on an individual's qualifications and competencies focusing on skills, training and overall ability to perform the work.

### **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.

### **SCOPE**

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

### **DEFINITIONS**

Relative:

Any person who is a spouse, child, sibling, or parent of an employee, councillor or local board member or is related by marriage including in-laws and same sex partners.

### **ADMINISTRATIVE RESPONSIBILITIES**

#### **A. Clerk Treasurer/Department Heads**

1. A hiring request must be completed by the Clerk Administrator to present to Council in order to initiate a request for additional or replacement staff.

2. It will be the responsibility of the Clerk <sup>Treasurer</sup> ~~Administrator~~ to ensure that the job description for the position to be filled is accurate and Council has been provided with a signed and dated copy where changes have been made if any. A draft ad of the position to be filled will also be provided for perusal and advertised in our local newsletter, Sault Star or Sentinel.
3. Representatives from the Personnel Committee, Clerk Treasurer and Department Head (where applicable) will be available to participate in selection interviews (short listing) and possible testing as it relates to position .
4. The Personnel Committee and Clerk Treasurer will conduct reference checks for candidates identified as potential hires through the interview process if it is deemed necessary.
5. Interviews will be conducted by the Personnel Committee, Clerk Treasurer and Department Head (where applicable) as needed. All of Council will participate in interviews where they deem necessary.
6. The Personnel Committee and Clerk Treasurer must ensure that the appropriate paperwork regarding new hires is submitted prior to the first day of work.
7. Once the Offer of Employment has been accepted the Clerk Treasurer will set up an appropriate time for the new employee to be documented and oriented. Orientation and documentation must occur on the first day that the employee commences employment.
8. It will be the Council's responsibility to ensure that new employees receive worksite specific Health and Safety training and to ensure that they have received general Health and Safety training as well.
9. It will be the Council, Personnel Committee, Clerk Treasurer and Department Heads(if applicable) responsibility to ensure that new employees receive a proper orientation and adequate training in order to commence duties in their new position.

#### **B. Human Resources Department**

1. The Clerk Treasurer will be responsible for resume file maintenance. Resumes will be kept active and on file for a period of three (3) months from the date received or last updated.

2. Clerk Treasurer shall be responsible in the development of job ads where required.
3. Clerk Treasurer will assist the Personnel Committee in the development of interview questions and templates.
4. Clerk Treasurer will be responsible for electronic data entry of all hiring information as well as maintenance of employees files
5. All Offers of Employment and requests for criminal checks are to be generated through the Clerk Treasurer.
6. Clerk Treasurer will notify, in writing, all candidates who received an interview of their status in the competition.
7. Clerk Treasurer will be responsible for general new hire orientation and administration of benefits and pension plan.
8. Clerk Treasurer is responsible for new hire set up in the payroll system.
9. General Health and Safety training for all employees will be coordinated through the Clerk Treasurer or Department Head.
10. In the event that the Clerk Treasurer is absent, the Deputy Clerk Treasurer shall perform all duties as required.

#### **ADMINISTRATIVE PROCEDURES**

##### **A. Application and Selection Process**

1. The Corporation's objective is always to hire the most competent and qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.
2. All applicants must complete an application form and/or a resume and submit such to Clerk Treasurer outlining their qualifications and experience.
3. Upon receipt of a complete and approved Hiring Request, the Clerk Treasurer will commence the recruitment competition for the specified position.
4. The Personnel Committee, Clerk Treasurer 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 an interview.

5. Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.
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.
7. Final candidates may be requested to complete employment tests deemed necessary to determine their skill, knowledge or ability to perform the job.
8. 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.
9. Candidates being considered for hire shall provide proof of education background, associated training and certificates as requested. A copy of the Provincial Statement of Driving Record may be requested once a conditional offer of employment has been made.
10. Once the interviews are complete and the successful candidate has been selected, the Clerk Treasurer will contact the candidate and make a conditional offer of employment.
11. All new employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Corporation. A current copy of their Provincial Driving Record may also be requested where it is a necessary qualification for the position applied for.
12. The costs associated to providing any of the aforementioned documentation shall be borne solely by the candidate.

#### **B. Hiring of Relatives**

1. The relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate is the best qualified with respect to the employment standards required for the position.
2. No employee, Councillor or Local Board Member will participate in the hiring or discipline of an employee to whom they are a relative.
3. It is the responsibility of the employee, Councillor, or Local Board Member to declare in advance, a possible conflict in the case where an individual being considered for a position, is a relative.

4. No employee, Councillor or Local Board Member may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
5. An employee cannot be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from Council.

**HIRING REQUEST**

**DATE OF REQUEST:**

**POSITION:**

**DATE POSITION WILL BE VACANT:**

**CLERK TREASURER/DEPARTMENT HEAD RECOMMENDATION:**

**COUNCIL RECOMMENDATION;**