

THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE

HIRING POLICY BY-LAW 18-32 SCHEDULE A

1. POLICY PURPOSE

The Corporation of the Municipality of Greenstone (the “Municipality”) is committed to hiring and maintaining a competent, qualified and diverse workforce. Individuals will be treated fairly and respectfully.

This policy has been developed in accordance with subsection 270(1) of the *Municipal Act, 2001* which requires the Municipality to adopt policies on its hiring of employees.

2. SCOPE

This policy applies to employment positions with the Municipality including bargaining unit positions (the “Union Positions”) under the Collective Agreement between the Municipality and the Canadian Union of Public Employees and its Local 3045 in force at the relevant time (the “Collective Agreement”) and non-bargaining unit positions (the “Non-Union Positions”).

3. POSTING VACANCIES

(a) Union Positions

Vacancies for Union Positions shall be posted in accordance with the Collective Agreement.

(b) Non-Union Positions

Vacancies for Non-Union Positions will be posted on the Municipality’s website and/or in local newspapers, recruiting websites, and through professional associations.

The Municipality recognizes there may be instances where such posting is either unnecessary or not reasonably possible.

Where a vacancy posting yields a successful candidate who declines a job offer or whose employment with the Municipality terminates within the first three (3) months of hiring, the Municipality may, in accordance with the applicable provisions of this Hiring Policy, offer employment to other qualified applicants instead of re-posting the vacancy.

4. SELECTION

(a) Merit Based Hiring

The Municipality strives to attract, hire and retain qualified candidates to meet organizational objectives and to provide excellent services to the public. To support this goal, employment applications shall be screened against appropriate criteria. Such criteria shall be:

- (a) established from the job qualifications relating to experience, education, professional certification requirements set out as required in the job description, and the Collective Agreement, where applicable; and

(b) consistently applied against each applicant.

Qualified applicants will be interviewed. If an applicant selected for an interview requests an accommodation for accessibility, the Municipality will consult with the applicant to provide for suitable accommodation.

Interview questions will be the same for each applicant. Answers will be ranked according to the skills required. Interviewers will document applicants' answers to questions to assist in the evaluation of each applicant's qualifications.

All interview questions will comply with Ontario's *Human Rights Code*. Accordingly, and for greater clarity, no questions will be asked about a candidate's age, gender/sexual orientation, race, personal statistics (ex. height/weight), arrest record, disabilities, affiliations/political views, nationality/origin, or marital/family status. Note, this does not prevent the Municipality from requesting a Criminal Record Check or Vulnerable Sector Check as a condition of employment where deemed necessary.

Reference checks will be conducted after the interview process to assess the competencies of an applicant and, where possible, will include a reference from a current supervisor.

An applicant must provide consent before external references are contacted, however, an applicant (whether internal or external) who has listed references in a job application will be considered to have given implicit consent to contact those references. Where references are not provided at the time of application, the applicant shall provide references upon request of the hiring manager.

Interviewed unsuccessful applicants will be informed by telephone call or mail. Feedback will be provided to unsuccessful applicants if requested. Such feedback will be limited to the job-related factors that impacted the selection decision.

(b) Selection Team; Union Positions

The selection team will be in accordance with the Collective Agreement.

(c) Selection Team; Non-Union Positions

i. Chief Administrative Officer (CAO)

The selection team will be a committee consisting of the Human Resources Manager the Mayor and two (2) other members of Council (chosen by Council). An external recruiter may be engaged to provide guidance and technical support to the selection team in the hiring process. The selection team shall strive for consensus when recommending a candidate for hire to Council. Council shall make the final hiring decision and shall appoint the CAO.

ii. Senior Management Team

The selection team will be a committee consisting of at least the Mayor, the Human Resources Manager and the CAO; and such other members as the CAO determines. The selection team shall strive for consensus when recommending a candidate for hire to the CAO who shall make the final hiring decision. Where consensus is not possible, the CAO must be in approval for the

selection as well as one other member of the hiring committee.

iii. Salaried Employees

The selection team will be a committee consisting of at least the Human Resources Manager, the department head for the area in which the vacancy occurred; a minimum of (1) employee from that department; and such other members as the department head determines. The selection team shall strive for consensus when recommending a candidate for hire to the CAO who shall make the final hiring decision. When consensus is not possible, the department head must be in approval of the selection as well as one other member of the hiring committee.

iv. Statutory Positions

As per the *Municipal Act, 2001*, the *Fire Protection and Prevention Act, 1997*, and the *Building Code Act, 1992*, as applicable, Council shall appoint the following positions: Clerk, Treasurer, Fire Chief and Chief Building Official. The selection team will be a committee consisting of the Mayor, one (1) member of Council, the Human Resources Manager and the CAO. The selection team shall strive for consensus when recommending a candidate for hire to Council. Council shall make the final hiring decision and shall appoint the successful candidate.

5. HIRING

All employment offers are conditional on a candidate:

- (a) supplying all employment-related documentation the Municipality may reasonably request; and
- (b) executing a written employment contract with the Municipality before their employment commences.

6. CONFLICT OF INTEREST

No individual involved in the hiring process may exercise his/her powers in his/her own interest or in the interest of a third person, nor may he/she place himself/herself in a situation of conflict or potential conflict between his/her personal interest and his/her duties regarding this policy.

Members of the selection team shall disclose any direct or indirect association or material interest or involvement that would result in any actual, potential or perceived conflict of interest in the hiring process.

For greater clarity, a conflict of interest exists in the hiring process when an individual involved in the hiring process has an immediate marital, familial, sexual, significant financial, or similar relationship with the person who is being considered for a position with the Municipality. Individuals having such a conflict(s) of interest shall notify, in writing, the members of the selection team. The specific nature of the conflict of interest need not be disclosed. The selection team shall delegate to a member the authority to discuss the matter with the individual concerned and, if that member decides that there is a real or perceived conflict of interest, it is agreed that the individual will not participate in the hiring process.

7. NEPOTISM

No individual will be hired into a position where their direct supervisor or subordinate is a family member. In applying this section, “family member” is defined as: a spouse, including common law, and same-sex spouse; parent, including step-parent and legal guardian; child, including step-child; sibling; and any person who lives with a member of Council or an employee on a permanent basis.

For greater clarity, no family members of members of Council will be hired into a position where their direct reporting relationship is to Council.

In cases where a family relationship develops that puts members of Council or employees in a direct reporting relationship, the individual(s) involved must bring these types of matters to the attention of the individual responsible for the applicable department or to the CAO. It shall be the responsibility of Council and the CAO to address the issue to ensure appropriate measures are taken to address these types of matters in a fair and equitable manner.

8. CONFIDENTIALITY OF THE HIRING PROCESS

Personal information of applicants and successful candidates in the Municipality’s custody or control is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

Should the hiring of a successful candidate be announced in open session of the Municipality’s Council, the announcement will include only the successful candidate’s name and position title. For greater clarity, the successful candidate’s qualifications and other personal information will not be disclosed in such an announcement.

9. NOTIFICATION

Council shall be notified of any hire of staff outside the Collective Agreement. This notification shall occur as soon as the hire can be publicly announced.

Effective Date:	By-Law 18-32 July 9, 2018
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Revision History:	Version 1.0
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Related Documents:	By-Law 17-24
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