

POLICY	
Policy Number: CORP2021-001	Date Approved: April 6, 2021
Department: Corporate	Date Reviewed:
Recruitment and Selection Policy	

1. Policy Statement

The Corporation is committed to hiring and maintaining a competent, qualified and diverse workforce. The Corporation believes in equal opportunity in employment practices and is committed to the principles of the Ontario Human Rights Code.

2. Purpose

To ensure that the Corporation always hires the best qualified applicants without bias based on qualifications, skills, training and ability to perform the work.

3. Scope

This policy applies to all union and non-union employees, including but not limited to, full-time, part-time, contract, casual/seasonal, temporary employees, and students. The same interview and screening process will apply to volunteers in all departments.

The Chief Administrative Officer (CAO) will be interviewed and hired by Council. The assistance of an outside consultant may be required.

4. Definitions

Relative: The definition for relative means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse (including common-law spouse), child (including child of common-law spouse), stepchild, ward, father-in-law, mother-in-law, uncles, aunts, nephews, nieces or any individual who is permanently residing with a Corporation employee.

Vulnerable people: Vulnerable people are considered to be individuals who are at greater risk of being harmed than the general public population because of their age, disability or other circumstances, whether temporary or permanent.

5. Policy & Procedures

POSTING AND ADVERTISING VACANCIES

Advertising for all positions will be approved by the CAO and coordinated by Human Resources. Human Resources will ensure the consistency and relevancy of the information contained in each position posting and that the posting is in accordance with approved job descriptions, applicable collective agreements and Town policies.

All advertisements for employment opportunities with the Corporation will indicate that the Corporation is an equal opportunity employer and will include the following phrases:

- *“We thank all applicants for their interest; however, only those under consideration will be contacted.”*
- *“Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate’s selection.”*
- *“The Town of Kirkland Lake is an Equal Opportunity Employer.”*
- *“Accommodations for Candidates with Disabilities are available upon request.”*

Non-union job vacancies may be posted internally and/or externally at the discretion of Management to promote succession planning within the Organization.

Unionized job vacancies will be posted as per the Collective Agreements.

External job postings shall be based on necessity and budget requirements and Human Resources shall be responsible for the placement of all recruitment advertisements.

PRE-SCREENING

Human Resources shall collect all of the applications and forward them to the appropriate Department Head and/or Supervisor. Each will review applications from qualified candidates to determine the candidates most suitable for interviews based on education, experience, and other related qualifications.

INTERVIEW PANEL

The interview panel will consist of two to four persons. At the discretion of the Department Head, additional staff members may be included in the interview panel as a resource. Human Resources and the CAO may participate in any of the above interviews.

Human Resources will coordinate the interview process. Human Resources shall recommend to the interview panel, the interview format, questions and any associated testing. Depending upon the position being recruited, further testing of the short-listed candidates may be required.

REFERENCE CHECKING

References for all external candidates being interviewed for the position will be performed using a standard reference checking form and process. A minimum of two professional reference checks will be made on each external candidate prior to confirmation of employment.

For internal candidates, Human Resources will review their personnel records, including the most recent performance appraisal, as well as comments of previous supervisors within the municipality and supply pertinent information to the hiring department. Reference checking may be completed for internal applicants depending upon the length of service with the municipality and the similarity of position that they hold versus the position they have applied for.

POLICE CHECKS

All new employees, volunteers, and students except for those laid off and re-hired within a two-year period will provide original criminal record check(s) or vulnerable sector check(s).

All employees who are in a position of trust and responsible for the well-being of children or vulnerable people will be required to obtain a Vulnerable Sector Check.

STUDENTS

The age criteria of 15 to 25 will be applied when reviewing applications unless job or subsidy funding requires specific age.

Summer Students positions are granted to someone who has completed high school and is entering, re-entering or returning to post-secondary studies in the fall.

Summer employment must not exceed a maximum of 4 years per student.

The Corporation always hires the best qualified applicants without bias, based on qualifications, skills, training and ability to perform the work.

One-half of all total students hired in a given area may be relatives of staff and the remainder from the community at large.

NEPOTISM

The purpose of this section is to eliminate any inappropriate conflicts of interest or perception of bias in the selection process, promotional process or in the workplace in general, which may result in a reporting relationship between relatives. This policy applies to relationships between employees at the time of hire as well as those, which develop after hire. A reporting relationship is where one relative has the authority to administer monetary gain, conduct performance appraisals, recruit/recommend for hire or promotion or is responsible for administering discipline to another relative.

A relative of a Director or Supervisor shall not be hired for, or promoted to, employment within the same department in which he/she would be under the direct reporting authority of the Director or Supervisor.

A supervisor who becomes related to an employee in the direct line of authority of the supervisor shall notify the Chief Administrative Officer within 10 working days after the supervisor and employee become related.

All conflicts under this section shall be resolved by the CAO and the Department Head in a manner consistent with the purpose of this section and the relevant provisions of the Human Rights Code. If the resolution involves maintaining the employment of one or more relatives in a conflict within the meaning of this section, the resolution shall be in the best interests of the Corporation and the employees involved and shall be approved by Council.

A person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, or other personal interest for a relative employed for the Corporation, even when the supervisor is not in the direct line of authority.

It is understood that conflicts may occur in certain union posting situations, or in the case of promotion or transfer of unionized employees, in order to respect the collective agreement. In such cases, the conflict will be identified and monitored by the Department Head and/or Supervisor to ensure no bias takes place.

Department Head and Supervisors shall ensure that their respective employees are in compliance with this section.

6. Summary

The Corporation of the Town of Kirkland Lake's recruitment and selection procedures will:

- Ensure equal access and equal opportunity through the uniform and transparent application of attraction, recruitment, selection and promotion procedures;
- Embrace the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) in all recruitment activities;
- Ensure prospective employees requiring accommodation will be assessed based on the essential duties of the job;
- Ensure that no individual shall be advantaged in securing employment as a result of nepotism;
- Not tolerate any form of discrimination and/or harassment in accessing employment, accommodation, education or services at the College; and
- Ensure that persons selected will have the qualifications required to provide appropriate academic, administrative and support services to our students and staff.

The Human Resources Department will be responsible for ensuring that all recruitment and selection processes are implemented in accordance with the Corporations Strategic Plan, values, legislative requirements, contractual obligations and other relevant processes and policies.