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PREAMBLE

Section 270(1) of the Municipal Act, 2001, states that Council shall adopt a policy regarding the hiring of its employees. Section 270(1) of the Municipal Act, 2001, also states that Council shall adopt a policy regarding the hiring of its employees, including policies with respect to the hiring of relatives of members of Council and hiring of relatives of existing employees.

SCOPE

This policy applies to all employees of the Township of Conmee as well as potential employees. This policy also applies to all employees of the Township of Conmee and all members of Council.

DEFINITIONS

“Relative” shall mean the employee/Council member’s spouse or same-sex partner, parent, step-parent or foster parent, a child, step-child or foster child, a grandparent, step-grandparent or foster grandparent, a brother, step-brother or foster brother, or a sister, a step-sister, a foster sister, or brother-in-law or sister-in-law. This policy also includes any other person who is dependent on the employee/Council member for care or assistance

POLICY

1. The ratepayers of the Township of Conmee should have the assurance that employees are selected based on the requirements of the position and their qualifications. This level of confidence can be created through following an established procedure when selecting an employee.
2. An appropriate level of staffing is required to ensure the services provided by the Township are provided efficiently, effectively and as expeditiously as possible. Staff levels will change periodically both on a short-term and permanent basis.
3. Relatives of current employees and Council members may be employed only where:
 - a. They will not be working directly for or supervising a relative
 - b. They will not be working directly above the relative’s immediate superior
 - c. They will not be working directly for the relative’s immediate subordinate.

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4. Employees shall not be transferred into a reporting relationship as described above.
5. An employee or Council member who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interest or allegations of preferential treatment.
6. Employees shall not be transferred into a reporting relationship as described above.
7. An employee or Council member who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interest or allegations of preferential treatment.

RESPONSIBILITY

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

EXCEPTIONS

Exceptions to this Policy will be allowed for situations which existed at the time of the adoption of this Policy.

ATTACHMENT

Attached hereto as Schedule "A" to this Policy is the procedure to be followed during the hiring process.

POLICY REVIEW

Council shall review this policy once every three years, or more often if situations are identified that should be addressed by this policy.

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SCHEDULE "A"
To the Hiring Policy

- a) Efforts will be made to fill vacant positions from within the organization provided those applying meet the qualifications and are capable of assuming the duties of the position.
- b) The Collective Agreement between the Township of Conmee and the Canadian Union of Public Employees will take precedent over this Policy where identified in the Collective Agreement.
- c) Vacancies will be posted according to the Collective Agreement.
- d) All applications must be received in writing. Applicants are subject to screening, testing, and interviewing processes to determine if they meet the minimum qualifications for the position. This may include, but is not limited to, typing, aptitude testing, leadership skills, etc, as appropriate to the position.
- e) If no internal applications are received from qualified applicants, the position may be advertised in the local paper, and/or by other means as identified. The advertisement will include the note that only those applicants selected for an interview will be contacted.
- f) All applicants who meet the minimum qualifications will be screened for the purpose of short-listing.
- g) Normally, no more than 4 applicants will be short-listed, except in the case of summer students.
- h) Council shall interview from the short-list of applicants.
- i) The successful applicant will be selected from the applications received in accordance with the above. The successful applicant and all the interviewed un-successful applicants will be notified in writing.
- j) All legislated matters in regard to the hiring of personnel shall be followed. If this Policy is in conflict with any Provincial or Federal requirements, the Provincial or Federal requirements shall be deemed to be overriding.

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- k) In hiring for a management, non-unionized position, the position will be posted, and may be advertised at the same time. Applications will be reviewed for minimum qualifications whether received from inside or outside the Corporation. While not being obligated to hire internally, all applications received will be evaluated using the qualifications for the position and the applicant's ability to do the job.
- l) Council may establish a hiring Committee consisting of not less than three members, which may include one member of the senior management of the department with the vacancy.
- m) A criminal records check will be required for any new employee.