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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.

**SCOPE**

This policy applies to all employees of the Township of Conmee as well as potential employees.

**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.

**ATTACHMENT**

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

**POLICY REVIEW**

This policy shall be reviewed once every three years, or more often if situations are identified that should be covered 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 by Council 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.