

## **Recruitment and Selection Policy**

### **Policy Statement**

The Town of St. Marys provides residents and users the best possible quality of service within allocated resources. To achieve this goal, the Town recruits and selects the most qualified and most suitable candidates for every position.

Recruitment and selection principles and decisions comply with the Ontario Human Rights Code and other applicable legislation.

### **Scope**

Internal and External Candidates

### **Purpose**

Outline employment practices which are both fair and equitable. Merit is a key principle in the recruitment and selection process. Human resource management decisions will be made objectively on the basis of the candidate's qualifications, abilities, performance and fit with the Corporation.

### **Definitions**

#### **External Candidate**

Applicants not employed with the Town of St. Marys

#### **Internal Candidate**

Applicants employed with the Town of St. Marys

#### **Relative**

A person's spouse, common-law spouse, same-sex partner, son, daughter, parents, brother, sister (including in-laws); and Spouse of the children named above

#### **Senior Management**

Includes all Director positions and the Human Resources Manager

#### **Vacant Position**

A position that is unfilled due to a person leaving the organization or a new position approved by Council

### **Responsibilities**

#### **Members of Council**

- To provide the financial resources to recruit, select and retain Team Members for the municipality
- To participate in the selection process, as required
- To provide input in the selection process

### **Human Resources**

- In conjunction with the applicable selection team, will recruit and select candidates for required positions
- To ensure compliance with this policy

### **Managers / Supervisors**

- To adhere to the guidelines set out in this policy

## **Guidelines**

### **Recruitment**

Upon receipt of approval of the vacancy from the Chief Administrative Officer and/or Council, Human Resources will post the requirements of the vacancy internally and externally as necessary. External resumes will be retained for the period of six months.

### **Advertising**

Human Resources will utilize various avenues to reach qualified applicants, for example the Town website, print media, the internet, educational institutions, professional search firms, etc.

### **Minimum Age Requirements**

To be considered for employment with the Town of St. Marys, candidates must be at least 15 years of age. Depending on the requirement of the department and applicable legislation the minimum age may be 18 years of age.

### **Selection**

The selection process may include interviewing, skill assessment, suitability testing, background checks, verification of qualifications, a conditional offer of employment, pre-placement screening and confirmation of start date.

### **Selection Team by Position**

#### **Chief Administrative Officer**

The selection team will include designated members of Council. Human Resources or an external recruiter will provide guidance and technical support to Council through the recruitment and selection process. Council shall appoint the Chief Administrative Officer.

#### **Legislative Positions**

As per the Municipal Act, Council shall appoint the following positions – Clerk, Treasurer, Fire Chief and Chief Building Official (as per the Building Code Act). The selection team will include a member of Council, (chosen by Council), Chief Administrative Officer (CAO), at least one member of the Senior Management Team and Human Resources. The selection team recommends a candidate for hire to the CAO and Council. The CAO and Council make the final hiring decision. Human Resources coordinates the recruitment and selection process and will recommend the appointment of the selected candidate to Council. Council shall approve the candidate.

### **Senior Management Positions**

The selection team for Senior Management positions will include a member of Council chosen by Council, the Chief Administrative Officer (CAO), at least one member of the Senior Management team and Human Resources. The member of Council and the member of the Senior Management team may be included in all aspects of the interview process. They will also provide input in the selection process. The selection committee recommends a candidate to the CAO. The CAO makes the final hiring decision. Human Resources coordinates the selection process and provides Council with information on the selected candidate.

### **Supervisory Positions**

The selection team would include the department Senior Manager, CAO and Human Resources.

### **Hourly Positions**

The selection team would include the direct Supervisor and/or department Senior Manager and Human Resources.

### **Verification of Qualifications & Background Checks**

As part of the selection process; the Town will verify the qualifications, work history, skills etc. of candidates being considered for employment. Any costs associated with securing the requested documentation is the candidate's responsibility. Examples of qualifications are but not limited to education, driver's license, driver's abstract.

As a condition of employment; candidates are required to provide, within 30 days of hire, a current and original Criminal Record Check and/or Vulnerable Sector Check. Failure to provide the required documentation or an unacceptable record check may result in the termination of employment.

### **Probationary Period**

In order to give Team Members time to determine if the Corporation's working environment and the position are suitable to them and for the Town to evaluate the candidate's suitability for the organization, there will be a three-month (3) active service probationary period. The positions of Chief Administrative Officer may serve a twelve (12) month probationary period.

### **Accommodation for Persons with a Disability**

The Town of St. Marys is committed to developing an inclusive, barrier-free recruitment and selection process and working environment for all Team Members.

Persons requiring accommodation through the recruitment and selection process, during their tenure with the Town or in their work environment are required to advise Human Resources and/or the Department Manager of their accommodation requirements.

Information received relating to accommodation requirements will be addressed confidentially.

### **Conflict of Interest**

Team Members of the Corporation are required to carry out their duties on an impartial and objective basis, such that the public has confidence in their integrity and their dedication to the Corporation's best interests. Impropriety or bias must be avoided.

A Team Member is considered to have a conflict of interest when he/she, any of his/her family, or any associated entity possesses a financial interest in an activity which involves his/her responsibilities as a member of the Corporation. Included in these responsibilities are all activities in which the Team Member is engaged in.

### **Family/Personal Relationships (Nepotism)**

Nepotism is defined as the appointment to a position or the receipt of an employment benefit based on one's kinship or family relatives. There is an expectation, shared by the public and Town staff alike, that all hiring, promotions, performance appraisals or corrective action will be undertaken in an objective and impartial manner. In order to meet this expectation, the Town prohibits employment situations where relatives would be:

- Supervised by, or subordinate to one another
- Given preferential treatment in being recruited and/or selected for vacancies

Should these or any other nepotism issues arise, Team Members are required to disclose the particulars to their Supervisor / Manager for appropriate resolution.

All applicants will be requested to disclose the names of all relatives who are current Team Members or elected officials of the Town.

Relatives of current Team Members and elected officials of the Town may be considered for employment provided they:

- have applied for the vacancy
- possess the necessary skills, abilities and suitability for the Corporation
- are considered to be the most suitable candidate for the position

To maintain the integrity of the human resources processes and practices, relatives of Team Members will not be employed with the Human Resources department.

### **Promotions**

To continue to build our culture and strength within our Corporation, the Town will promote from within whenever possible. Managers will make recommendations for promotion based on leadership skills, technical skills, past performance, initiative, continuous learning.

A panel consisting of the CAO, Human Resources, at least one member of the Senior Management Team and a chosen member of Council, will interview candidates recommended for a managerial promotion.

### **Exit Interviews**

When feasible, Human Resources will conduct confidential exit interviews with outgoing Team Members. Based on the results of the exit interviews, Human Resources will make

recommendations to Senior Management on improvements to work practices within the organization.

### **End of Employment Relationship**

Team Members should provide their immediate Supervisor with at least two weeks written notice that they are ending their employment relationship with the Town.

The Town of St. Marys may choose to end the employment relationship with a Team Member with cause or without cause. In this circumstance, the Department Senior Manager will consult with Human Resources on possible courses of action. Human Resources and the Department Senior Manager will recommend a course of action to the Chief Administrative Officer (CAO). The CAO or Human Resources will inform the Mayor when an employment relationship ends with a Team Member. In situations where the end of the employment relationship enters the legal realm, Council will provide direction to staff on matters that exceed the provision of the employment contract and the approved budget.

### **Re-hiring Former Team Members**

Team Members who have previously worked for the Corporation and who left its employ voluntarily or were terminated for reasons that were not related to performance or behaviour may be re-hired providing there is a position available. They must complete the recruitment and selection process for the position.

### **Communication**

A copy of this policy will be posted on the Town website, Team Member Handbook and company drive.

### **References**

Ontario Human Rights Code  
Team Member Handbook

### **End of Document**

Revision #	Date	Reason	Initiated	Approved
0	March 8, 2011	Inception	HR Manager	
1	January 18, 2013	New accessible and policy template	Project Coordinator	
2	Sept 24, 2013	Revised the selection team process, added end of employment relationship	Human Resources	
3	May 27, 2015	Updated probation length and minimum age for students. Removed requirement for students not returning to school	Human Resources	

