

**Corporation of the Township of Johnson
Human Resources Policy
And Procedures**

Subject: Hiring Policy – November 2004

Policy

The Township of Johnson is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status, disability or record of offences.

Employment decisions are based on an individual's qualifications and competencies focusing on skills, training and overall ability to perform the work.

Purpose

The purpose of this statement of policy and procedure is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

Scope

All Departments, Managers and Supervisors are responsible for following the guidelines outline in this policy.

Definitions

Relative:

Any person who is a spouse, child, sibling, or parent of an employee, council member or local board member or is related by marriage including in-laws.

Administrative Responsibilities

A. Clerk Administrator/Department Heads

1. A hiring requisition must be completed by the Clerk Administrator to present to Council in order to initiate a request for additional or replacement staff.
2. It will be the responsibility of the Clerk Administrator to ensure that the job description for the position to be filled is accurate and Council has been provided with a signed and dated copy where changes have been made if any. A draft ad of the position to be filled will also be provided for perusal and advertised in our local newsletter, Sault Star and Sentinel.

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3. Representatives from the Personnel Committee, Clerk Administrator and Department Head will be available to participate in selection interviews (short listing) and possible testing as it relates to position.
4. The Personnel Committee and Clerk Administrator will conduct reference checks for candidates identified as potential hires through the interview process if it is deemed necessary.
5. Interviews will be conducted by the Personnel Committee, Clerk Administrator and Department Head as needed. All of Council will participate in interviews where they deem necessary.
6. The Personnel Committee and Clerk Administrator must ensure that the appropriate paperwork regarding new hires is submitted prior to the first day of work.
7. Once the Offer of Employment has been accepted the Clerk Administrator will set up an appropriate time for the new employee to be documented and oriented. Orientation and documentation must occur on the first day that the employee commences employment.
8. It will be the Clerk Administrator and or Department Head's responsibility to ensure that new employees receive worksite specific Health and Safety training and to ensure that they have received general Health and Safety training as well.
9. It will be the Personnel Committee, Clerk Administrator and Department Heads responsibility to ensure that new employees receive a proper orientation and adequate training in order to commence duties in their new position.

B. Human Resources Department

1. The Clerk Administrator will be responsible for resume file maintenance. Resumes will be kept active and on file for a period of three (3) months from the date received or last updated.
2. Clerk Administrator shall be responsible in the development of job advertisements where required.
3. Clerk Administrator will assist the Personnel Committee in the development of interview questions and templates.
4. Clerk Administrator will be responsible for electronic data entry of all hiring information as well as maintenance of employee's files.
5. All Offers of Employment and requests for criminal checks are to be generated through the Clerk Administrator.

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6. Clerk Administrator will notify, in writing, all candidates who received an interview of their status in the competition.
7. Clerk Administrator will be responsible for general new hire orientation and administration of benefits and pension plan.
8. Treasurer is responsible for new hire set up in the payroll system.
9. General Health and Safety training for all employees will be coordinated through the Clerk Administrator or Department Head.

Administrative Procedures

A. Application and Selection Process

1. The Corporation's objective is always to hire the most competent and qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.
2. All applicants must complete an application form an/or a resume and submit such to Clerk Administrator outlining their qualifications and experience.
3. Upon receipt of a complete and approved Hiring Requisition, the Clerk Administrator will commence the recruitment competition for the specified position.
4. The Personnel Committee, Clerk Administrator and Department Head will review all applications entered into the competition by the closing date and create a short list form which candidates will be selected for an interview.
5. Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.
6. All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.
7. Final Candidates may be requested to complete employment tests deemed necessary to determine their skill, knowledge or ability to perform the job.
8. Consideration for entitlement to interview expenses for out of town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature must be approved by Council.
9. Candidates being considered for hire shall provide proof of education background, associated training and certificates as requested. A copy of the Provincial Statement

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of Driving Record may be requested once a conditional offer of employment has been made.

10. Once the interviews are complete and the successful candidate has been selected, the Clerk Administrator will contact the candidate and make a conditional offer of employment.
11. All new employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Corporation. A current copy of their Provincial Driving Record may also be requested where it is a necessary qualification for the position applied for.
12. The costs associated to providing any of the aforementioned documentation shall be borne solely by the candidate.

B. Hiring of Relatives

1. The relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate is the best qualified with respect to the employment standards required for the position.
2. No employee, Council member or Local Board Member may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
3. It is the responsibility of the employee, Council member, or Local Board Member to declare in advance, a possible conflict in the case where an individual being considered for a position, is a relative.
4. An employee cannot be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from Council.

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HIRING REQUISITION

Date of request:

Position:

Date position will be vacant:

Clerk Administrator/Department Head Recommendation:

Council recommendation:

Time Frame: