



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on: June 25, 2018

Human Resources – Recruitment

Policy

The Town of Prescott adopts the following procedures for hiring to facilitate consistent and fair hiring practices. These procedures may only be bypassed where the operational or staffing needs of the Town so require and where the Chief Administrative Officer (CAO) grants approval. The Town reserves the right to appoint, on a temporary, or permanent basis, employees to managerial or supervisory positions.

The Town is an equal opportunity employer and does not discriminate in the hiring process based on the protected grounds, as defined in the Human Rights Code, subject to requirements, qualifications, or factors that are reasonable and bona fide in the circumstances. The Town of Prescott complies with all applicable Provincial Legislation in relation to employment and employment opportunities. Examples are: Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR), Ontario Human Rights Code and the Employment Standards Act.

Scope

This policy applies to all hiring within the Corporation of the Town of Prescott with the exception of the Police Services Board which has specified procedures for recruitment, selection, and hiring under the Police Services Act, and the Prescott Firefighters Association, which has a specified recruitment process. This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement. In the event of a discrepancy, the collective agreement shall take precedence over this policy.

Objective

The Town's objective is always to hire the best qualified applicant. The selection process will be based on a number of factors, including qualifications, education, experience, skill, training, suitability, and ability to perform the work.



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

Procedure

Prior to a position being posted, the following steps shall be undertaken:

1. A review of actual staffing, position requirements and need for the position.
2. A review of existing job description; if a new position, preparation of job description.
3. A review or determination of salary range and point level.
4. Receive approval of Council if a new position or to fill a statutory position.

Internal Search

It is the Town's policy to make the best efforts to promote qualified internal candidates from within the organization when a vacancy or new position exists.

No employee shall be promoted without his/her consent.

Employees who are awarded and accept a promotion may be required to serve a six (6) month probationary period.

All internal postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

- The position will be posted for ten (10) calendar days and on bulletin boards in all facilities where staff are positioned.
- Each posting will contain a deadline date and time for submission and shall state the title, department and a copy of the job description which outlines the duties, qualifications and experience necessary for the position.
- Employees are required to submit a cover letter and resume to the posted position outlining how they meet the qualifications of the position. Only employees who apply and meet the qualifications of the position will be considered for an interview.
- No applications will be accepted after the deadline or through a manner not prescribed on the job posting.



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

External Search

The Town promotes hiring from within for all positions; however we maintain the right to concurrently advertise job competitions internally and externally to optimize every opportunity to acquire the best candidate(s).

If qualified internal applicants apply during a concurrent posting, the Town employee will be interviewed to determine suitability prior to any external interviews being conducted.

Human Resources and the Department Head will determine the composition of a suitable advertisement, the market to be pursued, and the carrier. Every effort should be made to advertise in a newspaper having general circulation within the Town. Wider circulation may be suitable depending on the position. For positions requiring specific municipal experience, the area of search shall be wide enough to attract suitable candidates, i.e. Association websites or municipal specific websites.

All advertisements will include the Town's logo and the statements "An Equal Opportunity Employer", "Only those applicants selected for an interview will be contacted" and "Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection." All external postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

All advertisements will carry a job reference number and applicants will be required to submit a cover letter and resume.

All Town of Prescott external competitions will be posted on the Town's website (www.prescott.ca).

External advertisements will be posted for at least ten (10) calendar days, or as otherwise determined. Each posting will contain a deadline date and time for submission. No applications will be accepted after the deadline or through a manner not prescribed on the job posting.

Human Resources staff will screen all applicants and develop a short list of qualified candidates for review by the Department Head. Only applicants meeting the position's qualifications will be placed on the short list for further consideration.



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

The Town reserves the right to waive qualifications as it deems appropriate. (Examples may include but are not limited to under-fill, number of applicants, and labour market conditions).

Interview Format

Non-union subordinate positions: Will be conducted by an interview panel which includes: Human Resources and management representative(s), preferably from the respective Department Manager.

Unionized positions: Will be determined if an interview panel is required or if the position will be filled through the seniority process. At least one member of the panel will be a manager or member of the department where the vacancy occurs.

The CAO reserves the right to substitute panel members where appropriate.

Panel members whose participation in an interview could result in a conflict of interest must disclose the details of the conflict of interest to the CAO prior to commencing in the interview process. Upon review of the disclosure a new member can be selected and a substitute panel member can be chosen. All conflicts and substitute panel members will be discussed with the CAO for approval.

A conflict of interest may include, but is not limited to situations where a panel member's personal and/or business activities and interest may be perceived to be in conflict with those of the Town.

From the short list of applicants, the Department Head will identify those candidates to be interviewed. Human Resources will schedule interviews with the selected candidates in consultation with the Department Head.

An applicant who requests an accommodation relevant to their needs to participate fully in the selection process will be reviewed by Human Resources.

Human Resources shall consult with the applicant and provide, or arrange for the provisions of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

All candidates interviewed will be required to provide, at the time of their interview, a list of three (3) references. Reference checks must include:

1. One reference from the most current employer.
2. One from the most recent past employer.
3. A coworker who worked directly with the applicant is permissible.
4. Personal references will not be accepted.

A reference check will not be conducted without first obtaining the written authorization of the applicant.

Following the interview and selection of a preferred candidate, Human Resources staff, the Department Head, or designate, will contact the references of the preferred candidate and report the results to the Department Head before an offer of employment is made.

Hiring

The final decision as to whom to hire shall be made by the Interview Committee and the appropriate Department Head based on the results of the interview, necessary testing, and reference checks.

Offers of Employment

Human Resources, or designate, will make an offer of employment verbally, followed up in writing to the successful candidate. All offers of employment will be conditional upon:

- Provision of a valid Criminal Record Check which is acceptable and satisfactory to the Town as per Town policy HR-200-11.
- Provision of a Driver's Abstract at the candidate's expense as required for position's outlined in Town policy, which is acceptable and satisfactory to the Town.
- Successful completion of any pre-employment assessments at the designated provider of such services if required.



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

- Provision of proof of any certification, registration, license, or training that may be required.
- Any other considerations that may be appropriate.

Medical testing may be required where it is deemed to be a Bona Fide Occupational requirement as outlined in the job description.

Where applicable, the Corporation's insurer has the right to request a medical history or a physical in order to ensure coverage. Such expenses shall be covered by the employee.

When making an offer of employment the employer will notify the successful applicant of its policies for accommodating employees with disabilities.

Once the offer of employment has been accepted, and all conditions of employment have been met, the new employee will be referred to their supervisor for orientation.

Post Evaluation

Human Resources or designate will notify unsuccessful applicants interviewed by phone.

Human Resources or designate shall conduct post evaluation reviews with candidates if requested.

Hiring of Relatives

Members of the same family are permitted to work for the Corporation provided they possess the necessary qualifications for the position, and there is no direct supervisory relationship between the employees.

Should employees marry or become members of the same household after becoming employed by the Corporation, they may continue their employment as long as there is no direct reporting relationship between the two employees.

No member of Council, local board member, or staff member, who is related to a potential applicant for a position within the Corporation, shall be involved in the relevant position interview process.

An external applicant or current employee will be considered for hiring or promotion in a department in which a relative of that person is a supervisor, or in circumstances where



Policy Type: Human Resources

Policy #: HR-200-03

Approved by Council on:

Human Resources – Recruitment cont'd

a relative of that person may be supervised by the applicant only after review by the CAO or Council when dealing positions that report to the CAO. The circumstances and other relevant information will be fully investigated and provisions may be put into place as necessary.

For the purpose of this policy, a 'relative' is defined as a spouse, same-sex partner, child, step-child, parent, step-parent, or sibling of an employee.

Unsolicited Resumes

Applicants must apply for a posted position. Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the CAO. Unsolicited resumes received by the Town will not be kept on file.