

THE CORPORATION OF THE TOWN OF GREATER NAPANEE

BY-LAW NO. 04-69

Being a By-law to Authorize the Implementation of a Hiring Policy

WHEREAS Section 270 of the *Municipal Act, 2001*, S.O. 2001, c.25 requires a municipality to adopt policies with respect to the hiring of its employees, including the hiring of relatives of a member of council or relatives of existing employees;

AND WHEREAS the Council of the Corporation of the Town of Greater Napanee deems it necessary to establish a Hiring Policy for this purpose;

NOW THEREFORE the Council of the Corporation of the Town of Greater Napanee hereby enacts as follows:

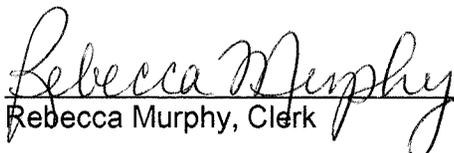
1. The Hiring Policy shall be adopted as described in Schedule "A", attached to this by-law.
2. The Chief Administrative Officer of the Corporation of the Town of Greater Napanee is authorized to implement the Hiring Policy contained in the attached Schedule "A".
3. All previous by-laws passed by the former Town of Napanee, Township of Richmond, North Fredericksburgh, South Fredericksburgh and Adolphustown, conflicting with this By-law, are hereby repealed, including the former Town of Napanee By-law Nos. 990-92 and 999-92.
4. The provisions of this by-law do not apply so as to affect any current employees of the municipality.
5. This by-law shall come into force and take effect on the day of its passing.

Read a first time the 8th day of November, 2004.

Read a second time and finally passed this 22nd day of November, 2004.



Gordon Schermerhorn, Mayor



Rebecca Murphy, Clerk

SCHEDULE "A"

Hiring Policy

Policy: The Town of Greater Napanee ("Town") adopts the following procedures for recruitment to facilitate consistent and fair hiring practices. This policy applies to all departments within the Town and applies to the hiring of all employees.

The Town is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability, as defined in the *Human Rights Code*, subject to requirements, qualifications or factors that are reasonable and *bone fide* in the circumstances.

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.

Procedure: This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement.

INTERNAL SEARCH

It is the Town's policy to attempt to fill vacancies by promoting qualified employees from within the organization.

No employee shall be promoted without his/her consent.

Employees accepting a promotion offer may be required to serve a six (6) month probationary period.

EXTERNAL SEARCH

Positions shall be simultaneously advertised using the Town's internal and external search procedures.

The Department Head and/or Chief Administrative Officer will determine the composition of a suitable advertisement, the market to be pursued and the carrier. All applicants will be required to complete a Town job application form for submission with their resume.

Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the Chief Administrative Officer.

No applicant will be hired in a department in which a relative of that person is a supervisor, or in circumstances where a relative of that person may be supervised by the applicant, except for volunteer firefighters in the Fire Services Department. No relatives of a member of Council will be hired by the Town during the term of that member.

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

The Department Head and/or Chief Administrative Officer will screen all applicants and develop a short list of qualified candidates. Only applicants meeting the position's qualifications will be placed on the short list. The Town reserves the right to waive qualifications as it deems appropriate.

From the short list of applicants, the Department Head, will identify those candidates to be interviewed. The Department Head will schedule interviews with the selected candidates in consultation with the Chief Administrative Officer.

All candidates interviewed will be required to provide, at the time of their interview, a list of three (3) references. 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, the Department Head and/or Chief Administrative Officer will contact the references of the preferred candidate before an offer of employment is made.

OFFER OF EMPLOYMENT

The Department Head and/or Chief Administrative Officer (C.A.O.) will make an offer of employment to the preferred candidate. All offers will be conditional upon:

- a) provision of a valid Criminal Record Check which is acceptable and satisfactory to the Town; and
- b) provision of proof of any certification, registration, license, or training that may be required.

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

Application:

1. The C.A.O. position, when required to be filled, shall be hired by a majority vote of Council in the Committee of the Whole.
2. The C.A.O. be reprimanded or suspended by a majority vote of Council in the Committee of the Whole, and if suspended the suspension shall last until such time as Council in the Committee of the Whole can decide on the release or retention of the individual in that position.
3. Any new position be established in a department, be brought by the Department Head to the Department's Committee, and with consideration of the Committee's recommendation the position will be approved or rejected by Council in the Committee of the Whole.
4. After a new position has been approved within the Town, then that position shall be treated in a similar manner as any other existing position.
5. All employees in the General Administration Department be hired by the C.A.O. or designate.
6. All subordinate full-time employees within a department under the ultimate supervision of the Department Head be hired by the Department Head and the C.A.O.
7. All subordinate part-time employees within a department under the ultimate

supervision of the Department Head be hired by the Department Head to a number not to exceed budget constraints and not to exceed the previous years maximum number of part-time staff within the department at any one time with consideration of a particular season.

8. All subordinate employees within a department under the ultimate supervision of the Department Head be reprimanded by the Department Head, and if necessary be suspended with pay by the Department Head with the consent of the C.A.O; and if suspended the suspension would last until such time as the Council in the Committee of the Whole could decide on the release or retention of the individual in that position.