

**Town of Deep River
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY NO.: H-009
POLICY NAME Recruitment Policy				
DATE OF ORIGIN: Feb. 18, 2015	REVIEW DATE: Nov. 2021	REVISION DATE: Dec. 15, 2021	APPLICABLE TO: All Employees	PAGE NUMBERS: 1 to 7

APPLICATION

This policy applies to the recruitment of all personnel of the Town of Deep River.

1. RECRUITMENT PROCESS

Council may determine the need to fill any position within the organization. Council may choose not to recruit for a vacancy and may do so at any time prior to the adoption of a By-law to appoint a candidate to a position.

Chief Administrative Officer

Council shall establish a Selection Committee to review applications and interview candidates.

Council may use the services of ~~the County of Renfrew Human Resources Department~~ a **third party**.

The Selection Committee shall establish criteria for the review of applications.

The Selection Committee shall establish any requirements for the duties of the position and any accommodation that may be appropriate.

Any documentation of Selection Committee activity shall not be circulated, distributed, or otherwise disclosed.

The Selection Committee shall conduct candidate interviews.

The Selection Committee shall determine the applicants that will be selected for interviews.

The Selection Committee shall interview candidates a maximum of two (2) times in a three (3) step recruitment process. Electronic communications may be utilized for the first (1st) interview only to reduce costs and determine candidate eligibility for second (2nd) interviews. The Selection Committee shall identify a preferred candidate to be recommended to Council for hiring as the third (3rd) step.

The recommendation of the Selection Committee shall be achieved through consensus.

Council shall make the final appointment of the Chief Administrative Officer by By-law.

The candidate selected to fill the position will be given a conditional Offer of Employment, issued by the Mayor, subject to submission by the candidate of documents required by the Corporation for the position such as, but not limited to a Criminal Record Check, etc. Subject to the submission of required documents, successful reference checks and the adoption of an Appointment By-law by Council, the candidate shall assume employment with the Town of Deep River.

Department Heads

The Chief Administrative Officer shall determine the need to fill a position and report to Council.

The Chief Administrative Officer shall establish a Selection Committee to review applications and interview candidates.

The Chief Administrative Officer may use the services of ~~the County of Renfrew Human Resources Department~~ **a third party**.

The Selection Committee shall establish criteria for the review of applications.

The Selection Committee shall establish any physical requirements for the duties of the position and any accommodation that may be appropriate.

Any documentation of Selection Committee activity shall not be circulated, distributed, or otherwise disclosed.

The Selection Committee shall conduct candidate interviews.

The Selection Committee shall determine the applicants that will be selected for interviews.

The Selection Committee shall interview candidates a maximum of two (2) times in a three (3) step recruitment process. Electronic communications may be utilized for the first (1st) interview only to reduce costs and determine candidate eligibility for second (2nd) interviews. The Selection Committee shall identify a preferred candidate to be recommended to Council for hiring as the third (3rd) step.

The recommendation of the Selection Committee shall be achieved through consensus. The Chief Administrative Officer shall have the authority to modify or veto any decision of the Selection Committee.

Council shall make the final appointment of the Department Head by By-law.

The candidate selected to fill a position will be given a conditional Offer of Employment, issued by the Chief Administrative Officer, subject to submission by the candidate of documents required by the Corporation for the position such as, but not limited to a Criminal Record Check, etc. Subject to the submission of required documents, successful reference checks and the adoption of an Appointment By-law by Council, the candidate shall assume employment with the Town of Deep River.

Employees (excluding the Chief Administrative Officer and Department Heads)

The Department Head responsible for the Department to which the position will be employed shall be responsible for the recruitment process set out, but may obtain the assistance and advice of other individuals. The terms and conditions of any applicable Collective Agreements and requirements of relevant legislation shall be observed.

The Department Head shall establish a Selection Committee to review applications and interview candidates.

The Department Head may use the services of ~~the County of Renfrew Human Resources Department~~ **a third party** with the prior approval of the Chief Administrative Officer.

The Selection Committee shall establish criteria for the review of applications.

The Selection Committee shall establish any physical requirements for the duties of the position and any accommodation that may be appropriate.

Any documentation of Selection Committee activity shall not be circulated, distributed, or otherwise disclosed.

The Selection Committee shall conduct candidate interviews.

The Selection Committee shall determine the applicants that will be selected for interviews.

The Selection Committee shall interview candidates a maximum of two (2) times in a three (3) step recruitment process. Electronic communications may be utilized for the first (1st) interview only to reduce costs and determine candidate eligibility for second (2nd) interviews. The Selection Committee shall identify a preferred candidate to be recommended to the Chief Administrative Officer for hiring as the third (3rd) step.

The recommendation of the Selection Committee shall be achieved through consensus. The Department Head shall have the authority to modify or veto any decision of the Selection Committee.

The Chief Administrative Officer shall make the final appointment of the employee.

The candidate selected to fill a position will be given a conditional Offer of Employment, issued by the Department Head, subject to submission by the candidate of documents required by the Corporation for the position, such as, but not limited to a Criminal Record Check, etc. Subject to the submission of required documents and successful reference checks, the candidate shall assume employment with the Town of Deep River.

2. Starting Salary

Council shall determine the remuneration for the Chief Administrative Officer. Where a range of salary is provided for all other positions, the Chief Administrative Officer in consultation with the Department Head shall determine the starting salary within the approved range and operating budget and the number, timing, and increments of the employee's salary progression from the starting salary. ~~to the control point. This progression will normally occur over a period of two years, assuming satisfactory performance by the employee.~~ In the case of non-union staff other than Department Heads, the appropriate Department Head shall make a recommendation to the Chief Administrative Officer regarding starting salary and progression. Positions represented by a Collective Agreement, the level of remuneration shall be dictated by the terms and conditions of the Collective Agreement.

3. Candidate Travel Expenses

A candidate's actual travel expenses incurred to participate in an interview shall be covered by the Corporation in accordance with municipal travel expense policies for all purposes following the first (1st) interview.

4. Advertising

All available positions shall be posted internally in accordance with relevant Collective Agreements.

Advertisements for vacant positions shall be placed in the local media within the Town of Deep River.

Advertising media other than the Town of Deep River local media shall be used at the discretion of the Selection Committee or Department Head, as appropriate.

Senior Management positions may be advertised in appropriate professional and/or trade publications as determined by the Selection Committee or Department Head.

Responses to advertisements shall be directed to the Mayor & Council for the Chief Administrative Officer position, the Chief Administrative Officer for Department Head positions and to the appropriate Department Head for other staff positions.

All advertisements for a position shall include the job title, salary or salary range if established, basic qualifications, closing date and address for applications. This information shall be presented identically in all advertisements. Electronic media will be incorporated where possible. All Employment Opportunities advertised externally shall appear on the Town of Deep River Website.

5. Testing

Candidate testing should be included in the hiring procedure wherever appropriate. Appropriate test methods for the position shall be determined by the Selection Committee or Department Head and may include examples of past work, reports, essays, technical questions and/or physical testing where appropriate.

6. Moving Expenses

Moving expenses for the successful candidate for full-time positions may, at the discretion of the Chief Administrative Officer or Council be paid by the Corporation, provided that:

1. the candidate relocates within 1 year of commencing employment; and
2. the candidate relocates within the boundaries of the Town of Deep River.

Except where approved by resolution of Council in special circumstances, such payments shall be limited to the lesser of:

1. actual expenses incurred; or
2. 5% of the initial salary rate paid to the successful candidate.

The Corporation shall be reimbursed the amount contributed to employee moving expenses if the employee chooses to terminate his/her employment within two (2) years of the date of hire.

7. ~~Application Documents~~

~~1. For non-union positions, a cover letter accompanied by a resume is required.~~

~~Application Forms~~

~~1. For all summer students, temporary and Union positions an application form or the method prescribed for within the Collective Agreement shall be required.~~

~~2. There shall be a common form to be completed by all applicants. The common application form shall include the following:~~

- ~~Name _____~~
- ~~Address _____~~
- ~~Phone Number _____~~
- ~~Date of Application _____~~
- ~~Employment References (including permission to contact these) _____~~
- ~~Personal References (not family) _____~~
- ~~General Consent for Disclosure _____~~
- ~~Freedom of Information & Personal Privacy Act Statement _____~~
- ~~Signature _____~~
- ~~List of last three jobs and Employment Record _____~~
- ~~Education _____~~
- ~~Other Relevant Information _____~~
- ~~Relationship to Current Employees (spouse, child, parent) _____~~
- ~~Human Resources Disclaimers _____~~

8. References

1. The Hiring Committee shall ensure that all references supplied are checked, having regard for the *Freedom of Information and Protection of Privacy Act*.

9. Nepotism and Favouritism

1. For the purposes of this policy, "family member" is defined as a candidate's spouse, child, sibling or parent.
2. An application for a position with the Corporation by a family member of an existing employee or member of Council shall prohibit the employee or member of Council

from participating in the recruitment process so long as the family member remains a candidate.

3. Family members of existing employees shall not be hired in circumstances where a reporting relationship would be created between the new employee and the related, existing employee.

The Town's purchasing policy restricts employees from becoming suppliers to the municipality. Similarly, persons who have current contracts with the municipality for the supply of goods and/or services shall not be hired as employees. Before any person is hired, arrangements for the prompt assignment or cancellation of the contract shall be made and reported to Council by the Selection Committee or Department Head, as appropriate.

10. Interviews

1. Interviews of candidates for any position shall be conducted consistently, having regard for the requirements of the Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

~~2. All solicited applications shall be acknowledged.~~

All interviewees shall receive a written response after the recruitment process has been completed. Successful candidates shall also be informed by telephone and receive a copy of the job description, terms of employment and a conditional Offer of Employment as set forth in Section 1.