

**The Corporation of the
Town of Arnprior**

By-Law No. 5019-02

Being a by-law to repeal By-Law No. 4754-99 being a by-law to establish a reporting structure and policies and procedures for employees of the Corporation of the Town of Arnprior.

Be It Therefore Enacted as a by-law of the Corporation of the Town of Arnprior:

1. **That** Policy No. 033 (Recruitment, Selection and Hiring) be hereby repealed.
2. **And Further That** a new Policy, being Policy No. 044, be hereby enacted.
3. **This** By-Law shall come into force immediately on the passing thereof.

Enacted and Passed in Open Council this 11th day of March 2022.

Original Signed
Mayor Leonard Shean

Original Signed
Carol Rousselle, Clerk

Policy No. 044
Subject: Recruitment, Selection and Hiring
Department: General
Adopted by By-Law No. 5019-02
Date: March 11, 2022
Review: As Required
Revision Date: Repealing Policy No. 033

1. Policy Statement

It is the Corporation's policy to make decisions on hiring, promotion, job assignment and training, rewards and other human resources management functions on the basis of qualifications, ability, and performance. This ensures equality of treatment and opportunity for all employees and job applicants regardless of race, national origin, colour, religion, sex, marital status, physical disability or any other factor unrelated to job performance. Furthermore, all vacant positions shall be staffed within the framework of legislation, applicable collective agreement, budgetary limitations and corporate needs. Council, at its discretion, may use the services of a consulting firm to fill the positions of CAO/Clerk and Department Heads.

2. Scope

This policy applies to all hirings within the Corporation.

3. Procedure

3.01 Consider actual staffing and job requirements

- Review organizational chart; assess need for position
- Review job analysis
- Review job description
- Review job specifications
- Review salary level

3.02 Recruitment Process

All resumes/applications are to be directed to the Town Clerk at the Town Hall.

All resumes/applications will be kept on file for consideration for a period of six months. After six months, they will be disposed of using appropriate measures to ensure applicants' confidentiality.

3.03 Seasonal Positions

The Corporation will advertise all seasonal jobs, internally as well as externally. Application forms will be available at the Town Hall. The Corporation, when subsidies/grants are available, will seek to hire students to fill seasonal vacancies.

3.04 Non-Unionized Positions

a) Job Posting

The Corporation will post non-unionized position vacancies internally

for a period of 10 working days. If after this 10-day period no applications are received from internal candidates, or the Corporation determines there are no suitable applications from internal candidates, then the Corporation will advertise externally.

Notwithstanding the foregoing, the Corporation, at its discretion, may post non-unionized positions internally and externally simultaneously.

b) Internal Application(s) for Non-Unionized Positions

Consideration will first be given to those applicants from within the non-unionized group for posted non-unionized positions.

c) Eligibility

Employees who have completed their probationary period are eligible to apply for posted positions.

Employees who change positions through the job Posting procedure will normally be prohibited from applying on new postings until they have completed a minimum of six (6) months in the new position. The waiting period can be waived due to extenuating circumstances that are acceptable to the responsible managers/supervisors and Council.

Any employee who has received a "written notice" about their performance in the last six (6) months prior to the positing is ineligible for consideration.

Each posting will state the title, department, description of duties and will list the qualifications and experience necessary to be considered for the position.,

Employees who apply for posted positions are required to state how they meet the qualifications stated in the positing. No applications will be accepted after the deadline.

All employees who apply and meet the minimum qualifications will be considered for the job. Consideration will be given to the applicant's previous job performance, work history and qualifications.

The most qualified candidates will be selected for interviews.

3.05 Unionized Positions

a) Job Posting

In the case of a unionized position, the procedure outlined in the collective bargaining agreement will be followed.

In the event that there are no applicants or successful applicants for a union position from within the existing members of the collective bargaining unit, then the recruitment, selection and hiring process will be in accordance with Sections 1 through 5 of this policy.

3.06 Evaluation

Candidates will be evaluated based on their previous work history, educational backgrounds, transferable skills, community involvement, quality of application / resume (spelling mistakes, punctuation, etc.) and any other job-related criteria.

3.07 Interviews

A scoring sheet for interviews will be developed for each position vacancy. The scoring sheet will be developed by the CAO or designate, along with the vacant position's supervisor. In the case of a management position, the CAO will assist in creating the interview scoring sheet.

Candidates, for full-time and management positions, with the best scores will be invited to a second interview. The second interview will also have a scoring sheet.

3.08 Testing

Prior to the second interview or to hiring, the Corporation may require that testing be done. Testing will be limited to measures that will reflect the candidates' ability to perform the position. Failure to meet the test's expected standards may result in the elimination of a candidate from selection.

3.09 Reference Checks

All positions will have reference checks conducted by the CAO or designate before an offer of employment is made. Reference checks will be performed in accordance with Policy No. 007 and 008.

3.10 Final Offer

The final decision upon whom to hire will be made by the committee based on the results of the interview(s) and any testing that may have been required. A final offer will be made in writing upon receiving satisfactory reference checks, medical results and ratification by Council.

3.11 Selection Committees

Council, at its discretion, may use the services of a consulting firm to fill the positions of CAO and Department Heads. When this option is not utilized, the Selection Committee will be comprised of the CAO or designate, the Mayor, and appointed Members of Council. The committee's recommendation will be submitted to Council for approval.

For supervisor positions, the selection committee will include the CAO or designate and applicable Department Head. The committee's recommendation will be submitted to Council for approval.

For the Chief Librarian's position, a member of the Library Board will be asked to sit on the committee with the Chief Administrative Officer or designate. The committee's decision will be brought to both Council and the Library Board for approval.

For all other full-time positions, the selection committee will be comprised of the CAO or designate, the Unit Supervisor and the Department Head. The Committee's recommendation will be submitted to the CAO for approval.

For part-time and seasonal positions, the Unit Supervisor and the CAO or designate may include any other individual deemed to be appropriate to form the selection committee. The committee's recommendation will be submitted to the Department Head for approval.

4. Orientation

An orientation program will be developed to assist the employee integrate into the workplace.

5. Responsibility

The CAO and Department Heads are responsible for ensuring compliance with the policy.