

THE CORPORATION OF THE TOWNSHIP OF MCGARRY

BY-LAW 2016-13

Being a By-Law to adopt a Hiring Policy


WHEREAS Section 270 of the Municipal Act, RSO 2001 requires Council to adopt policies with respect to hiring employees.

NOW THEREFORE Council of the Township of McGarry enacts as follows:

- 1) THAT the hiring policy, attached to as Schedule "A" forming part of this By-Law be adopted.
- 2) THAT this By-Law shall take effect on the date of its passing.
- 3) THAT By-Law No. 2004-49 is hereby repealed.

READ a first and second time on March 8th, 2016.

READ a third time and passed on March 8th, 2016.


MAYOR


CLERK-TREASURER

SCHEDULE "A" to BY-LAW 2004-49
REPLACED BY SCHEDULE "A" TO BY-LAW 2016-13

HIRING POLICY
TOWNSHIP OF MCGARRY

The Corporation of the Township of McGarry, pursuant to section 270 of the Municipal Act, RSO 2001 wishes to implement a hiring policy in order to:

- a) Prevent both real and perceived conflicts of interest.
- b) Satisfy public expectations of conduct.
- c) Avoid actions that have the potential to adversely affect safety, security or morale.

It is a principal of this policy that the Township will not provide preference, nor will it discriminate, either in favour of or against any relatives of employees, elected representatives or appointed representatives, who wish to apply for employment.

It is also a principal of this policy that no employee or Member of Council shall seek or advance any personal interest, including the interest of a spouse, child, parent or sibling, by granting preferential treatment or special consideration, and no employee or Member of Council shall deal with an application for employment submitted by their spouse, same sex partner, child or parent.

Members of Council shall have regard to the Municipal Conflict of Interest Act.

When possible, it is also a principal of this policy that no employee shall occupy a position where one immediate family member reports directly to another one.

For all hiring the following policies shall apply:

- (1) Where vacancies occur or new positions are created, be it for a full-time or part-time or contract position, all members of staff shall be notified and those who possess the necessary qualifications shall be considered for appointment.
- (2) Should there be no qualified candidates at the staff level, the Township Council shall ensure that notice of the positions and the qualifications required be advertised prior to any appointment being made. This posting may take the form of advertising in newspapers and/or a mail out directly to each household or by posters throughout the Township and may also include advertising through Human Resources Canada or other publications.
- (3) No full-time or permanent employee of the Township of McGarry shall be hired without an interview, which shall be conducted by Council or a Committee of Council.

- (4) The Township may choose to hire part-time, casual or contract employees without an interview after a review of the applications submitted and with the recommendation of the department head.
- (5) Council may choose to include staff and or members of the Community to participate on a Committee of Council for the purpose of conducting interviews and making recommendations on hiring.
- (6) The following guidelines shall be used to conduct an interview:
 - (a) The criteria for selecting candidates shall be based on the job description and desirable qualifications.
 - (b) All applications received shall be reviewed and a short list of candidates for interview shall be compiled.
 - (c) An appointment for an interview shall be set. Failure to show for an interview, without a valid reason, will result that the candidate is no longer considered for the position.
 - (d) Each candidate for interview shall be provided with a copy of the job description for the position in question if one exists.
 - (e) Each candidate shall be asked the same set of questions and will be encouraged to ask questions to the interview Committee.
 - (f) Rates of pay and benefits information will be provided to those interviewed.
 - (g) Personal and professional references, which are provided, will be checked before final decision is made, criminal background check included.
 - (h) Unsuccessful candidates who were granted interviews shall be notified in writing of the Township's decision as soon as possible.
- (7) Where the Township employs a person on a full-time basis, he or she will receive a written statement outlining the terms of employment.
- (8) All full-time employees shall be provided with a copy of the current employment agreement between the employees and Council and their employment shall be subject to the provisions contained in the agreement. The employment of part-time, seasonal and contract positions shall be subject to the provisions, which apply to their position.
- (9) At the time of their hiring, Council will impose on any employee, a probationary period, during which the employer shall have an opportunity to assess the new employees suitability for the position. Any problems that occur during the probationary period shall be documented and discussed with the employee. A form shall be signed by both the supervisor and the employee as part of an evaluation. The employee shall be provided with the opportunity to improve. Failure to satisfactorily complete the probationary period will result in the employee being terminated at any time during the probationary period.

- (10) All new employees shall be provided with the required job orientation and training by their immediate supervisor.
- (11) The Council expects all Township employees to conduct themselves in the performance of their duties in a professional manner and in a way which reflects well on the Township as an important and respected part of the Community. All employees are subject to the terms of "Rules and Regulations" and the methods of Disciplinary Actions laid out in the agreement between employees and Council.
- (12) Council may terminate any employee for just cause. Advance notice of termination, in writing, or wages in lieu of advance notice, shall be given in accordance with the provisions of the current Employment Standards Act.
- (13) No employee shall be dismissed without adequate reasons being provided and the provision for a hearing being offered.
- (14) All employees employed by the Township of McGarry shall be paid in accordance with the pay scale By-Law enacted by Council and the terms of the agreement negotiated between Council and the employees and the Township Pay Equity Plan.
- (15) All Employees will be required to sign an Oath of Confidentiality and a Code of Conduct upon their hiring and yearly thereon.
- (16) This policy shall remain in place from the time of its adoption by Council but may be amended from time to time by the Council in the form of resolution of Council.