

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 10-959

Being a by-law to establish a Hiring Policy for the Municipality of Temagami

WHEREAS under Section 8.1 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the Municipal Act, 2001, S.O., 2001, c.25, part VI, Section 270, as amended, states that a municipality shall adopt policies with respect to the hiring of employees;

AND WHEREAS the Municipality of Temagami's policy on Hiring is currently contained in various parts of the Employment Policy and Procedure Manual, commonly known as the Human Resources Policy, adopted by Bylaw 09-887;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami deems it advisable to enact a by-law to establish a separate Hiring Policy;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

- (a) The Corporation of the Municipality of Temagami Hiring Policy hereto as Schedule "A" forms part of this by-law;
- (b) This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario;
- (c) If a court of competent jurisdiction declares any section or part of a section of this by-law invalid, Council's intention that the remainder of this by-law shall continue to be in force.
- (d) In the case of any discrepancies between this bylaw and Schedule "A" of Bylaw 09-887 with respect to hiring, this bylaw will take precedence.
- (e) That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

BE TAKEN AS READ A FIRST time on this 25th day of November, 2010.

READ A SECOND AND THIRD time and finally passed on this 25th day of November, 2010.

MAYOR

CLERK



**The Corporation of
The Municipality of Temagami**

Employee Hiring Policy

**Schedule A
to
Bylaw 10-959**

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1 INTRODUCTION

1.1 Mission Statement

The Corporation of the Municipality of Temagami exists to serve its residents and those who come to experience the area. We are dedicated to creating and maintaining a balance between the global attraction of Temagami's wilderness and a successful business community. We are also dedicated to achieving the sustainable development of the Temagami area's natural resources, while conserving and ensuring the area's natural heritage and ecological diversity. (1998)

2 PURPOSE AND SCOPE

2.1 Purpose

The Corporation of the Municipality of Temagami recognizes that as a municipal government, the effectiveness of public service provided is determined largely by the quality of the people that comprise its work force. To this end, an impartial and objective recruitment and selection process best ensures the employment of the best qualified and experienced personnel available.

It is the purpose of this Hiring Policy to ensure that the Corporation of the Municipality of Temagami is an equal opportunity employer:

- 1) That provides equality of opportunity for employment without discrimination, consistent with *The Ontario Human Rights Code* and the candidate's ability to successfully perform the duties of the job;
- 2) That recognizes that the philosophy of promotion from within is the ideal wherever possible;
- 3) That does not tolerate acts of favouritism or discrimination in the selection process.

Elected officials, appointed officers or employees of The Corporation of the Municipality of Temagami shall not attempt to influence the hiring of any applicant in a manner that is inconsistent with this policy.

2.2 Scope

This Hiring Policy shall apply to the selection process and hiring of all employees of the Municipality of Temagami including full time, part time, summer and contract employees, but not to employees of the Family Health Team/Medical Centre. The Temagami Ambulance is covered by a collective agreement, but where the collective agreement is silent, this policy will apply.

3 Position Classifications

3.1 Probationary Employee

Is an employee who is serving a probationary period of at least six (6) months, or longer if required upon the decision of the CAO in conjunction with the employee's supervisor, prior to being considered as a Permanent Employee.

3.2 Permanent Full Time Employee

Is an employee who has successfully completed a probationary period of at least six (6) months and maintains continuous regular employment status and is regularly scheduled to work a minimum of thirty-seven and a half (37.5) hours per week, or as determined by respective job descriptions.

3.3 Permanent Part Time Employee

Is an employee who is scheduled to work less than thirty-seven and a half (37.5) hours per week on a permanent basis.

3.4 Temporary Full Time – Seasonal/Casual Employees

Employees whose service is intended to be of limited duration, such as during the summer months or on contract, and who work thirty-seven and a half (37.5) hours or more per week or as determined by respective job descriptions.

3.5 Temporary Part Time – Seasonal/Casual Employees

Employees who work less than thirty-seven and a half (37.5) hours per week and whose service is intended to be of a limited duration, usually during the summer months.

3.6 Contract Employee

Is a person who has been hired under an employment contract for a specific task or period of time and at a specified rate of pay.

3.7 Summer Student

Is a youth who is attending a secondary or post-secondary educational institution during the regular school year and who is hired for a temporary, full-time work assignment beginning not earlier than April 1st and ending not later than October 31st in any calendar year. A summer student may be required to sign a statement of intent to return to school following summer employment.

4 REQUISITION AND RECRUITMENT PROCEDURES

4.1 Employment of Relatives

The Corporation of the Municipality of Temagami WILL NOT favour nor inhibit the hiring of relatives over others. All candidates will be given equal opportunity for employment, based upon qualifications and merit, regardless of relationship to either an employee or an elected official.

For the purposes of this policy statement:

“Relative” is, for the purposes of this policy and in conformity with the Ontario Human Rights Code, deemed to include the spouse, child or parent of an employee.

Employment will not be allowed where the potential employee would be subject, either directly or indirectly, to the supervisory control of a relative. In cases of promotion or transfers from within The Corporation of the Municipality of Temagami or in situations where related employees may, for any reason come into a supervisory relationship, The Corporation may consider alternatives to avoid that relationship.

4.2 Employment of Council Members

The Corporation of the Municipality of Temagami will consider applicants from members of Council, provided that they are granted a leave of absence from Council. The request for a leave of absence must be received within the open period of the first posting of the position and prior to the receiving of their application. The request must be granted by Council prior to the interview process. The leave of absence will remain in place until the position is filled or until they withdraw their application.

4.3 Employment Hiring Authority

Council shall approve the appointment, suspension or dismissal of The Chief Administrative Officer. The Chief Administrative Officer shall provide guidance, advice and assistance to Council on the appointment, suspension and dismissal of Department Managers. For the hiring of Management positions, Council may appoint an interview committee comprised of selected Councillors, the CAO and other senior

staff as appropriate, and charge them with the task of selecting candidates, interviewing and hiring within parameters set out by Council.

The Chief Administrative Officer shall approve the appointment, suspension and dismissal of all other employees.

The Chief Administrative Officer shall provide direction and over-all co-ordination of the following functional areas: employee and labour relations; recruitment and selection; compensation; pension and benefit administration; human resources information management; occupational health and safety; education and training and development.

4.4 Policy for the Creation of New Employee Positions

Prospective vacancies for all new employee positions shall be brought to the attention of Council by the Chief Administrative Officer, together with a personnel requisition request to hire from the appropriate Department Manager. (create form)

4.5 Policy for Filling Vacant Regular and Part-Time Employee Positions

Vacancies or perspective vacancies for all regular and part-time employee positions shall be brought to the attention of the Chief Administrative Officer, together with a personnel requisition request to hire from the appropriate Department Manager. The Department Manager is responsible for all employees in his/her department relative to appointments, evaluations, suspensions, promotions or dismissals within the lines of authority that are defined in the organizational structure. All recommendations for hiring new staff shall be in written memorandum form to the Office of the Chief Administrative Officer. All recommendations for hiring new staff shall include the applicable salary range or hourly wage rate, together with the anticipated start date of employment and termination date when applicable.

4.6 Internal Posting

The Municipality will promote from within the ranks of its employees whenever possible. The Municipality of Temagami will post notice of job openings on all employee bulletin boards for a period of ten (10) days, in order that all employees have an opportunity to make application. At the discretion of the Municipality, external postings may be placed in conjunction with internal postings.

The Corporation of the Municipality of Temagami recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position. An employee with proper qualifications will be eligible for consideration for transfer to another department provided that there is a position vacancy. Except where the candidate's qualifications clearly do not meet the job criteria, departments are urged, in the interest of sound employee relations, to provide consideration to all internal candidates prior to external applicants.

4.7 External Posting

Recruitment from outside of the organization shall always take place by means of an advertisement in a local newspaper and on our municipal website. It may be necessary to advertise in newspapers or other publications with wider circulation, as well as utilizing web sites of various municipal associations. Despite any closing dates on external postings, all external competitions shall remain open until the vacancy is filled.

4.8 Former Employees

Former employees of The Corporation of the Municipality of Temagami who have left voluntarily or through no fault of their own and who make application for reemployment will be given consideration. It is the Municipality's policy not to re-employ those who are discharged for cause. A re-employed person will be treated in all respects as a new employee.

4.9 Disability

Pursuant to Section 17 of the Ontario Human Rights Code Act, persons with disabilities will be considered for employment on the basis of their capability for a particular job. Disabilities, which do not interfere with performance, shall not disqualify if they do not constitute a hazard to The Corporation of the Municipality of Temagami or its employees. The Corporation of the Municipality of Temagami will make reasonable accommodation to satisfy the needs of its applicant and employees who have disabilities.

5 RECEPTION AND EVALUATION OF APPLICANTS

5.1 Selection Process

Shortlisted applicants for employment will be subject to employment investigations into their educational and work background and personal references. Only fully-qualified applicants will be considered for employment.

The appointment to a Department Manager position vacancy is made by the interview committee appointed by Council, within the parameters set out by Council (see section 4.2) as follows:

1. The Interview Committee would verbally advise the successful candidate of their decision;
2. A formal written Offer of Employment is extended to the successful candidate, based on the template in Appendix # 3 and a written acceptance of the Offer is received;
3. For statutory positions, a By-law is passed to either establish the position or appoint the successful candidate to the position, or both.

Items, which will be reviewed during the screening and short-listing process, include:

1. Written application/resume;
2. Preliminary interview using the approved job description and discussion of all phases of the particular position applied for;
3. Verification of references;
4. Minimum Educational Requirements: Person making application for a position other than "Student (see Section 4.6 definition) must have a minimum of Ontario Grade 12 or equivalent and provide proof as part of the interview process. When educational requirements are greater than Grade 12, proof of highest educational requirement may be requested to be supplied to Human Resources prior to the interview process for further consideration.
5. Testing procedures where necessary and requested to ascertain the necessary job qualification factors.

5.2 Criminal Records

A criminal record check is required when hiring new employees to protect The Corporation of the Municipality of Temagami's interest and that of its employees and citizens. The Municipality will reimburse the cost of having the criminal check done.

6 STUDENT EMPLOYMENT

6.1 Definitions

In this Section:

"Applicant" means a student as defined in Section 3.7 herein seeking employment with The Corporation of the Municipality of Temagami.

"Returning Student" means a summer student employee who has performed satisfactorily and who is offered employment during the following summer season.

6.2 General Qualifications

- (i) An applicant must meet the definition of student as found in Section 3.7 herein.

- (ii) For the purposes of occupational health and safety, an applicant for other than part-time student employment must be at least 16 years of age.
- (iii) For summer student employment, preference may be given to an applicant who possesses a valid Ontario Drivers' Licence, without restrictions.
- (iv) Preference shall be given to a returning student.

6.3 Advertising

The Corporation shall publicly advertise all student employment opportunities. Opportunity Bulletins shall include the following:

- Number of positions to be filled;
- The deadline for receipt of applications (eg. April 30)
- Education and technical skill requirements;
- How to submit applications; and
- Where to submit applications.

6.4 Policy for Hiring Student Positions

(i) Requisition Procedures

Department Managers will submit a detailed requisition to the Chief Administrative Officer for approval for each position requested. The requisition shall specify the qualifications required and clearly indicate the duties the student will be required to perform. Department Managers will be responsible for determining the student requirements of their Department within the budget process.

(ii) Short Listing

Short Listing and interviewing will be completed by the Department Managers. Preference shall be given to returning students who received a satisfactory evaluation in the previous year, provided the student satisfies the minimum qualifications described herein and submits an application marked "returning student" prior to the advertised deadline.

(iii) Interviews

The interview process may include a written or practical test to determine skills and qualifications. References shall be requested and checked before making a hiring decision.

(iv) General

Successful applicants will be advised promptly after the completion of the selection process to offer employment. Unsuccessful applicants that were interviewed will be advised in writing promptly after the completion of the selection process.

(v) Hiring of Immediate Relatives

Hiring of immediate relatives is only restricted in as much as they cannot be employed in situations where a direct supervisory relationship would exist.

(vi) Evaluation Process

Prior to the end of each summer season, every summer student employed by the Municipality shall be evaluated by the student's immediate supervisor. Attached to this policy are the following documents:

- Appendix "1" – Student Evaluation
- Appendix "2" – Student Job and Self Evaluation

This process will be followed for each student and completed documents shall be filed in the employee file upon completion of employment.

6.5 Government Subsidy Students

Government subsidy students shall be recruited pursuant to the project or program criteria and the general hiring practices described in Section 5 (Reception and Evaluation of Applicants) herein.

Appendix "1" to Employment Hiring Policy

STUDENT EVALUATION

Name _____

Employee Number _____

Title _____

Division Head _____

Start Date _____

Completion Date _____

Key Responsibilities / Projects

Attendance - comment on attendance, punctuality, overtime.

Quality / Quantity of work

Strengths - comment on demonstrated skills and abilities.

Areas of improvement

Recommendation / Comments

Employee _____

Date _____

Supervisor _____

Date _____

Division Head _____

Date _____

Copy for Employee File

Appendix "2" to Employment Hiring Policy

STUDENT JOB AND SELF EVALUATION

Name _____

Employee Number _____

Title _____

Division Head _____

Start Date _____

Completion Date _____

Key Responsibilities / Projects

Name three things you learned from this work experience.

- 1.
- 2.
- 3.

Comment on your job description - likes or dislikes.

Name three strengths that you demonstrated to your supervisor.

- 1.
- 2.
- 3.

Name three areas of improvement or weaknesses for yourself or the Municipality of Temagami.

- 1.
- 2.
- 3.

Has this job assisted you in your career development? And how?

Employee _____

Date _____

Supervisor _____

Date _____

Division Head _____

Date _____

Copy for Employee File

Appendix 3 = Employment Contract.

This Employment Contract made this [date] day of [month], [year].

Between:

The Corporation of the Municipality of Temagami

And

[name of new employee]

Terms of Employment:

Commencement Date: [start date]

Position: [title]

Hourly Wage: [dollar amount]

Probation Period: six months

Hours of work, pension, benefits, overtime, vacation and holidays as described in The Corporation of The Municipality of Temagami Employment Policy and Procedure Manual.

[**Note:** Any exceptions regarding hours of work, pension, benefits, overtime, vacation and holidays as described in The Corporation of The Municipality of Temagami Employment Policy and Procedure Manual must be approved by Council prior to completing the Employment Contract.]

Signature of CAO

Date

Signature of Employee

Date

Appendix "4" to Employment Hiring Policy
PERSONNEL REQUISITION REQUEST FORM

General Information

Date of Request: _____ Date New Hire Required: _____
Department: _____ Supervisor: _____

Position Information

Job Title: _____ New/Replacement: _____
Current Salary: _____ New Salary: _____
GL Account Number for Position: _____

Position Classification

Permanent: _____ Temporary: _____ Full Time: _____
Part Time: _____ Other (Specify): _____
Regular Work Schedule of Position: _____

Category

Administration: _____ Support Staff: _____
Service: _____ Other (Specify): _____

Other

Briefly explain reason for vacancy: _____

Email: _____

Approval

Human Resources: _____ Date: _____
Authorized Supervisor: _____ Date: _____
Chief Administrative Officer: _____ Date: _____
Council Resolution (If applicable): _____ Date: _____