

THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE



BY-LAW NO. 2017-18

BEING A BY-LAW TO ESTABLISH A HIRING POLICY FOR THE TOWNSHIP OF PICKLE LAKE.

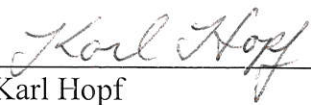
WHEREAS Section 270 (1) 2 of the Municipal Act R.S.O. 2001, c. 25, as amended, provides that a Municipality shall adopt and maintain a policy with respect to the matter of its hiring of employees;

NOW THEREFORE the Council of The Corporation of the Township of Pickle Lake **ENACTS AS FOLLOWS:**


1. **THAT** the Employee Hiring Policy attached to this By-Law as Schedule "A" is hereby adopted, and made part of this By-Law.
2. **THAT** the terms of the policy supersede any other municipal policies that may pertain to hiring staff for the Township of Pickle Lake.
3. **THAT** By-law No. 2007-28 is hereby rescinded.
4. **THAT** this By-Law shall come into force and take effect at the time of passing.

BY-LAW BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED.

Dated this 9th day of May, 2017.



Mayor, Karl Hopf



Clerk-Treasurer, Erkki Pohjolainen

SCHEDULE "A"
TO BY-LAW 2017-28
EMPLOYEE HIRING POLICY

The following procedure will apply to the hiring of all personnel in the Township of Pickle Lake, including all Local Boards.

GENERAL

All hiring shall be approved by Council, or the Head of Council or his/her designate, in advance.

Applications under the age of sixteen (16) years shall not be considered for permanent employment with the Township.

Employment consideration may be extended to relatives of employees.

A relative is defined as husband, wife, father, mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, common-laws, brother, sister, uncle, aunt, first cousins, or a parallel step relationship of the above.

Council and the Clerk-Treasurer will discuss and formulate the recruitment process for hiring a Departmental Head on a position-specific basis as the need arises.

LEGAL

All hiring practices and procedures shall adhere to applicable terms of the Municipal Conflict of Interest Act, R.S.O. 1990, as amended.

All hiring will adhere to the Pickle Lake Council Code of Conduct Policy By-law No. 2010-20, and any complementary or succeeding By-Law.

ADVERTISING

Employee positions, May, at the discretion of Council:

- a) Be advertised outside the Township (i.e. Newspaper or internet), or,
- b) Be posted in locations within the Township, or,
- c) Both a) and b)

All posted employee positions shall be conspicuously advertised in the Township for a minimum period of at least 10 days.

The Departmental Head shall compose the advertised or posting, and see to its distribution. All postings and advertisements must be approved by the Clerk-Treasurer.

The advertisement or posting shall contain a closing date, or a clause indicating that only those considered for an interview will be contacted. Applications will not be accepted after the closing date has expired.

THE INTERVIEW

An application or resume must be submitted in order to be considered for an interview.

All applications and resumes shall be reviewed by the Department Head who will compile a short-list of candidates deemed to be qualified for an interview.

Council may at its discretion decide:

- a) To interview all or none of the applicants,
- b) Direct that the position be re-posted, modified or rescinded,
- c) Impose additional restrictions or conditions of employment.

Upon presentation of the short-list to Council, an Interview Committee including Department Head or he/her designate will be formed.

1. Interviews using a formal interview questionnaire are encouraged to ensure an objective, defensible, and measureable approach to evaluate candidates, and generally facilitate better hiring.
2. The questionnaire should be suited to the position.
3. The questionnaire, if used, shall provide for the calculation of an average score to be compiled for each candidate.
4. The interview shall be subsequently opened for any further questions, discussion and/ or skills testing deemed necessary by the Interview Committee.

REFERENCE CHECKS

Once the Interview Committee has determined a preferred candidate to whom it is prepared to make an offer the Department Head will check references and qualifications.

It is important to ensure that permission to check references is secured in advance and recorded.

Ideally, references should be the interviewee's immediate supervisor in their current and or former employment. Alternate references may include a peer or work colleague, or character reference (non-relative) in the case of an applicant without an employment history.

OFFERS OF EMPLOYMENT

Council may decide to hire a replacement candidate in the event the prime candidate is unable to perform without re-posting the position. It is important not to disqualify any candidates until after an offer has been accepted.

Once a final determination has been made as to the recommended candidate, and with the approval of the Clerk-Treasurer, the Department Head will make the job offer.

The Department Head will contact the candidate and discuss salary and benefits, start date, physical assessment requirements and answer any questions the candidate may have.

The Department Head will confirm the offer of employment in writing allowing a few days for the candidate to contemplate the offer before it expires. To finalize an offer, an Employment Agreement letter must be signed by the candidate and returned to the Department Head, or his/her designate.

All employees hired for new or vacant positions must agree to the background check as determined for the position. For example, the position may require a specialized driver's license class, a satisfactory criminal check, a verification of professional accreditation or academic qualifications, etc.

All employees hired for new or vacant positions must be confirmed in their position by a resolution or a by-law as appropriate.

EMPLOYEE ORIENTATION

All employees shall be provided with a copy of the Working Agreement and all included Schedules after completion of their probation period.

It is the responsibility of the Department Head to ensure all new employees are suitably oriented to all departments and health and safety issues, and to provide relevant copies of information (ie. Group Plan) which affects the employee.

CLOSING THE FILE

The Department Head will send acknowledgement letters to interviewees who were unsuccessful in their bid for their job.

All unsuccessful applications and resumes (including copies) shall be destroyed unless the applicant expresses an interest in keeping his/her information on file.

Unsuccessful applicants shall be contacted prior to passing their file to another Department Head or third party.