



Policy Number HR_01-15	<i>Recruitment Policy</i>
Date	Resolution Number
References Council, CAO, Employees	Mayor _____ CAO _____

PURPOSE

The purpose of this policy is to To ensure a consistent approach to the recruitment and selection of qualified applicants and to ensure that the Municipality hires the best applicants without bias based on qualifications, skills, training, and ability to perform the work.

SCOPE

This policy is to guide the appropriate authority in the proper process of hiring staff, and to ensure a process that is transparent, consistent and complies with all legislative requirements.

APPLICATION

This policy applies for both existing and new positions in the organizational structure and to all managers and supervisors having responsibility / a role in regard to recruiting and selecting personnel to fill a vacancy in



Riverdale Municipality (hereafter referred to as "The Municipality").

DEFINITIONS

Employee - For the purposes of this policy, an employee is any person who has agreed to perform specified services for the Municipality in exchange for compensation.

Councillor - A member of Municipal Council.

Relative - A relative includes a spouse or same sex partner, common-law partner, parent, mother and father in-law, common-law mother and father in-law, same sex partner mother and father in-law, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild, a relative of the employee who is dependent on the employee for care or assistance. This definition shall also include a person with whom an employee or councillor resides, or a relative (as above) of a person with whom an employee or councillor resides.

Conflict of Interest - Any situation in which an employee or councillor, either for himself / herself or some other person(s), attempts to promote a private or personal interest which results in the following:

- An interference with the objective exercise of his or her duties;



Riverdale Municipality

- A gain or advantage by virtue of his or her position.

Vacancy - A vacancy occurs when a new position is created or a staff person resigns from a position which the CAO determines will need to be filled.

RESPONSIBILITIES

Chief Administrative Officer - In accordance with the Municipal Act, the Chief Administrative Officer is the head of the administrative branch and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the Municipalities by-laws and policies.

The Chief Administrative Officer has the authority to create a system of employee classification and to recommend salaries and wages for municipal officers and employees in each classification for council approval.

It is the function of the Chief Administrative Officer to maintain order, discipline and efficiency, and to hire, promote, transfer, classify and reclassify employees. This includes the right to discipline, suspend, lay-off, demote, or discharge any employee. The CAO has the authority to appoint, suspend and remove all employees of the municipality, with power to further delegate this authority.

SPECIFIC REQUIREMENTS



Riverdale Municipality

Riverdale Municipality is committed to recruiting and selecting individuals who are the most suitable to perform the requirements of each position available.

Public Competition for Vacancies

Unsolicited resumes and/or applications shall not be accepted by the Municipality.

An open, publicly-advertised employment competition is a mandatory part of the selection process.

Riverdale Municipality is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability. All positions may be posted internally, externally or both.

The job qualifications for both internal and external job postings shall be specific to the requirements of the position.

Advertising shall be utilized in the most cost effective manner suited to the position.

Advertising may include one or more of the following methods:

- Internal posting throughout the Municipalities offices and/or work locations.



Riverdale Municipality

- On the municipal or other websites
- In a newspaper having general circulation
- Any other manner as determined by administration

Advertising for any position shall be appropriately posted or advertised for a period of (one) 1 week minimum before the competition closes.

It may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates. If recruitment agencies or executive search offices are to be used, Council approval is required prior to such agency being engaged to assist in a recruitment assignment.

Advertisements for employment opportunities with the Municipality should indicate that the Municipality is an equal opportunity employer and will include the following phrase:

"We thank all applicants for applying, however, only those selected for an interview will be contacted."

Hiring of Relatives

Relatives may be employed only where:

- they will not be working directly for or supervising a relative; and



Riverdale Municipality

- they will not be working directly above or for the relative's immediate superior; and
- they will not be working directly for the relative's immediate subordinate; and
- there are no other circumstances which might lead to potential conflict among the parties or conflict between the interests of one or both parties and the best interests of the municipality.

Employees shall not be transferred into a reporting relationship described in the paragraphs above. Exceptions will be made for situations which were in effect at the time of initial issuance of this policy.

An employee or councillor who is related to a candidate for employment must declare an interest and shall not be involved in any aspect of the recruiting process so as to avoid any conflicts of interest or allegations of preferential treatment.

In circumstances where a conflict of interest or potential for conflict arises, even if there is no supervisory or familial relationship involved, the parties may be separated by reassignment, if possible, at the sole discretion of the CAO.

Short List



Riverdale Municipality

All applications will be reviewed by the appropriate authority. A list of potentially qualified candidates will be contacted for interviews.

The Municipality checks the employment references of all final candidates for employment. Offers of employment are contingent upon obtaining satisfactory reference checks. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference checks with a candidate's current employer are not made unless the candidate's permission is obtained.

Interview Panel

Interview panel members are required to disqualify themselves as participants in the selection process when:

- their objectivity would be compromised, or is likely to be perceived to be compromised;
- a candidate is a relative of the employee.

The interview panel for the Chief Administrative Officer position will consist of three (3) members of Council and at least one senior management member or an appropriate external resource person. At the discretion of Council, additional resource persons may be included in



the interview panel. Council approval will be required to formalize the offer of employment. The interview panel for the Assistant CAO, and Senior Management positions will consist of the Chief Administrative Officer, and one council member. At the discretion of the panel members, additional resource persons and/or staff members may be included in the interview panel. Council approval will be required to formalize the offer of employment.

The interview panel for other municipal positions will consist of the Chief Administrative Officer, and the appropriate Supervisor. At the discretion of the CAO, an additional resource persons and/or staff members may be included in the interview panel. The Chief Administrative Officers approval will be required to formalize the offer of employment.

Applications from qualified candidates will be reviewed by the appropriate interview panel that will short-list the candidates to determine who is most suitable for interviews based on education, experience, and other related qualifications.

Selection Process

Short-listed candidates (internal or external) may be required to complete employment tests deemed necessary to determine the skill, knowledge or ability to perform the job.



Riverdale Municipality

Depending upon the position being recruited, further testing of the short listed candidates may be required.

Based on the short-listing and employment tests, if applicable, candidates may be offered a formal interview.

Only candidates who have received formal interviews or completed employment tests will receive a letter acknowledging their participation and identifying that a successful candidate was selected.

Reference checks of the short-listed candidates shall be made after receiving written consent from the candidate, failing such consent, the candidate shall not be offered employment by the Municipality.

Returning or internal candidates with satisfactory job performance appraisals may be hired without being subject to the entire hiring process.

A successful applicant will receive a written offer of employment, if required by the position. All successful applicants will be required to review and accept all policies relevant to the position.

Offer of Employment

The successful candidate will receive an offer of employment. Should the successful candidate decline the job offer, the interview committee



Riverdale Municipality

shall determine the next most suitable candidate, or may initiate the recruitment process again.

Upon acceptance of a job offer, candidates are required to submit certified or original copies of all degrees, diplomas and other relevant documents which they claim to hold. These copies will be maintained in the employee's personnel file.

An offer of employment made by the municipality may be subject to a satisfactory medical clearance.

New employees in positions requiring driver's licences shall provide a copy of their driver's license and driver's abstract and shall be obliged to hold a valid driver's license of the appropriate class as a condition of employment.

In compliance with federal legislation, new employees, if requested, and as a condition of employment, shall present documentation establishing their identity and their eligibility to work in Canada. A valid Social Insurance Number, landed immigration papers, employment visa, or temporary work permit shall be sufficient for this purpose.

Agreeing to, and providing information necessary to complete a current criminal background check will be mandatory for all new employees. Additionally, any employee working with children



shall be required to provide a current child abuse registry check.

Any misrepresentations, falsifications, or material omissions in any data requested on the Employment Application or data requested during the hiring documentation process shall result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment for cause, without notice or compensation in lieu of notice.

Probation

All employees shall be on probation in accordance with the appropriate employment policies.

Absences with leave of more than five (5) days during the probationary period may extend the probation. The probation period may be extended in writing at the discretion of the Chief Administrative Officer and in accordance with the appropriate employment policies.

During the probationary period, an employee will be subject to all probationary terms under the appropriate policies.

Either the employee or the employer may end the employment relationship any time during the probationary period. The municipality is not obligated to provide any notice or pay in lieu of notice if an employee's employment is terminated during the probationary period.



Riverdale Municipality

Orientation

Newly hired employees shall receive orientation from the appropriate Supervisor within their first month of employment. Orientation of new employees is an important element of the hiring process and ensures that a strong and mutually satisfying working relationship will be established and maintained. Orientation will include training in all safety aspects related to the employment as soon as possible.