

**THE CORPORATION THE MUNICIPALITY OF CALVIN
BY-LAW NO. 2023-044
TO ESTABLISH A HIRING POLICY**

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25 Sec 270 requires a municipality to adopt and maintain policies, one of which is, with respect to its hiring of employees;

WHEREAS the Corporation of the Municipality of Calvin deems it desirable to have such policy periodically updated to reflect current conditions;

WHEREAS the existing hiring policy contained in Bylaw 2022-007 Being a Bylaw to Codify Human Resource Recruitment and Management Policies is claimed to be under copyright;

WHEREAS the Municipality's labour force may in the future become a unionized workforce;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Calvin hereby enacts the following;

1. That hiring policy, as outlined in **Schedule "A"** attached hereto and made part of this By-Law be approved.
2. That this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. That all other by-laws inconsistent with this by-law, and specifically Bylaw 2022-007, are hereby repealed.
4. The Deputy Clerk Records Management Coordinator in consultation with the CAO shall develop a list of needed policies to be revised or established from which Council can determine a priority order for their development.
5. This by-law shall come into force and take effect upon final passing thereof.

READ A FIRST, SECOND AND THIRD)

TIME AND FINALLY PASSED THIS)



MAYOR



Hiring Policy

Version: 01

Schedule A to Bylaw 2023- 044

DAY OF NOVEMBER 2023

) 
) CAO/CLERK

DOCUMENT CONTROL

Date	Version	Author	Description
Nov 14 th , 2023	01		Final

INTRODUCTION

The Municipality of Calvin "The Municipality" is committed to hiring people who are reflective of the community they serve, committed to the service of the community and competent and qualified in the roles they undertake.

OBJECTIVE

The Municipality of Calvin "The Municipality" has adopted the following Hiring Policy to ensure all applicants are fairly treated in this process and to prevent conflicts of interest. This policy will also avoid actions that have the potential to adversely affect safety, security and morale within the Municipality and to ensure the organization meets public expectations of conduct.

Where one exists, The Municipality will honor the Collective Bargaining Agreement (CBA) and Employment Contracts and/or Agreements that have or will be signed by the Municipality.

SCOPE AND APPLICATION

This policy applies to all employees of the Municipality.

EQUAL OPPORTUNITY EMPLOYER

The Municipality of Calvin is an equal employment opportunity employer and all persons are entitled to employment opportunity with the Municipality, all individuals must be treated fairly, with respect and dignity, and without regard to Race, Ancestry, Place of Origin, National or Ethnic Origin, Citizenship, Colour, Age, Creed (Religion), Sex, Sexual Orientation, Gender Identity, Gender Expression, Marital Status, Family Status, Disability, Record of Offences, Conviction for which a pardon has been granted and not



Schedule A to Bylaw 2023-044

revoked, or any other basis prohibited by federal, local or provincial law. Unlawful discrimination is not tolerated, and all applicants will be given equal opportunity with respect to recruitment, employment, transfer, promotion, compensation, training, layoff, termination and benefits. Employment opportunities shall be open to all qualified applicants based on merit, ability, competence, experience, education, and satisfactory character, background and employment references. Should the workplace find itself to be a unionized one, as per the Collective Bargaining Agreement (CBA) job postings will take precedence for unionized employees.

Advancement shall be based on an individual's achievements, performance, ability, attitude and potential for promotion and includes length of employment with the Municipality.

It shall be the policy of the Municipality of Calvin to follow the CBA for all unionized employees.

Provisions that are not covered in the CBA are provided for in this policy. All non-union employees will follow this policy. Job vacancies for all non-union positions including new positions or special circumstances will be set by Council.

HIRING OF RELATIVES

Definition of Relative: 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.

Relative of employees presently in the employ or members of Council or Boards of the Municipality of Calvin shall receive the same consideration as any other applicant. However, there may be situations where it may not be in the best interest of the Municipality and/or the employee to employ a relative in the same department, particularly if there is a reporting relationship. Relatives are expected to declare a conflict of interest, withdraw from the process and shall not make hiring decisions about one another.

CONFIDENTIALITY OF THE HIRING PROCESS

Personal information of applicants and successful candidates in the Municipality's custody or control is subject to the Municipal Freedom of Information and Protection of Privacy Act. Should the hiring of a successful candidate be announced in open session of the Municipality's Council, the announcement will include only the successful candidate's name and position title. For greater clarity, the successful candidate's qualifications and other personal information will not be disclosed in such an announcement.

EMPLOYMENT CLASSIFICATION/PROBATION

Employment Classification(s) will be as per the CBA and as set by Council. Non-unionized employees hired to be full-time, regular part-time or summer positions are required to complete a 90-calendar day probationary period. If the employee has not been available to work the full probationary period or work performance has not met expectations the length of the probation may be extended solely at the discretion of the Municipality; probation for unionized employees will be as per the CBA.



Schedule A to Bylaw 2023-044

Either party may terminate the employment relationship at any time during the initial probation period without advance notice, in which case there will be no continuing obligations of the parties to each other, financial or otherwise unless stipulated by The Employment Standards Act.

STUDENT EMPLOYMENT

It is the Municipality's policy to only hire one student from any one immediate family until jobs are filled. If insufficient applications are received to fill the available positions, then consideration will be given to hiring more than one person (student) per family.

INTERVIEWING OF SUPERVISORY STAFF

It shall be the policy of the Municipality that the interview process for Supervisory Staff will be completed by the Chief Administrative Officer (CAO) with the assistance of Council and this will form the "Interview Committee". The CAO will complete the reference after the interviews. The recommendation from the Interview Committee will then be brought forward to Council for approval.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per Council's direction.
2. Interview Committee to short list applicants.
3. Interview Committee to set date and time for interviews.
5. CAO or Deputy Clerk to set up interviews.
6. Interview Committee interviews candidates.
7. Interview Committee makes a decision about preferred applicant.
8. CAO to complete reference checks and report back to the Interview Committee.
9. The applicant(s) chosen by the Interview Committee is to be recommended to Council for approval.
10. All applicants approved by Council will be subject to a Criminal Reference Check as per policy.

INTERVIEWING AND HIRING OF NON-SUPERVISORY STAFF AND HOURLY EMPLOYEES

It shall be the policy of the Municipality that the interview and hiring process for non-supervisory staff and hourly employees be completed by the Chief Administrative Officer (CAO) with the assistance of the Deputy Clerk and/or Supervisor of the applicable department, and this will be the "Interview and Hiring Committee". The CAO will complete the reference checks for the preferred applicant coming out of the interview process. The CAO will approve the hiring as per the recommendation from the Interview Committee, with the individuals name being brought forward to Council for their information, at the next scheduled Council Meeting. The following steps will be followed in the interview/hiring process:



Schedule A to Bylaw 2023-044

1. Advertisement(s) to be placed as per the CAO's direction.
2. Interview and Hiring Committee to short list applicants.
3. CAO or Deputy Clerk to set date and time for interviews.
4. CAO or Deputy Clerk to set up interviews.
5. CAO to complete reference checks and report back to the Interview and Hiring Committee.
6. If an applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.

INTERVIEWING AND HIRING OF CASUAL EMPLOYEES INCLUDING STUDENTS

It shall be the policy of the Municipality that the interview and hiring process for casual employees will be completed by the Chief Administrative Officer (CAO) and/or Department Head of the applicable department, which will be the "Interview and Hiring Committee". The Department Head or CAO will complete the reference checks prior to the interviews and then set up interviews that are to be completed.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per the CAO's direction.
2. Interview and Hiring Committee to short list applicants.
3. CAO or Department Head complete reference checks and report back to the Interview and Hiring Committee.
4. Interview and Hiring Committee to set date and time for interviews.
5. CAO or Department Head to set up interviews.
6. If applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council will be notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.

INTEGRATED ACCESSIBILITY

It shall be the policy of the Corporation that the recruitment process for all municipal employees will comply with the Integrated Accessibility Standards.

The following steps will be followed to ensure compliance:

1. The Municipality will notify its employees and the public about availability of accommodations for applicants with disabilities in its recruitment process.



Hiring Policy

Version: 01

Schedule A to Bylaw 2023-044

2. The Municipality will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
3. If a selected applicant requests an accommodation, the Municipality will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
4. When making offers of employment, the Municipality will notify the successful applicant of its policies for accommodating employee's with disabilities.