



A Natural Attraction

Hiring Policy Corporate Policy Number: 2016-01HR Date of Issue: March 21, 2016

Review/Revision Date: March 21, 2016 Approved By: Council Location/Coverage: All

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Intent

The City of Quinte West practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The City has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy will respect the obligations outlined within the [Canadian Human Rights Act](#) and the [Ontario Human Rights Code](#) in that every person has a right to equal treatment with respect to employment without discrimination because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, sex (including pregnancy and breastfeeding) and sexual orientation.

Additionally all hiring practices shall be free of discrimination and meet the requirements of the [Accessibility for Ontarians with Disabilities Act](#) (AODA).

Scope

This policy shall apply to the hiring of all municipal staff including, but not limited to, regular, seasonal, casual, contract or student staff.

Where there are discrepancies between this Policy and the employee's collective agreement, the collective agreement takes precedence.

Guidelines

Hiring Requests

The City of Quinte West requires that all requests for new or additional staff be directed to the Department Director and Human Resources for review and recommendation for approval to City Council. All requests for the replacement of staff shall be directed to the CAO or their designate for approval. Upon approval, a sourcing strategy meeting will be held with the appropriate hiring manager and Human Resources to determine the hiring plan.

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Job Postings

Internal:

- The City of Quinte West requires that all new postings of employment be circulated internally by means of the City's intranet, message board(s) and through Human Resources for a period of two calendar weeks.
- This process is designed to recognize qualified current regular City employees giving them first priority consideration for new employment opportunities within the company, and to promote applicable employees whenever possible.
- Qualified applicants under the employ of the City of Quinte West shall remain subject to the normal hiring processes, including interviews, etc.

External:

- The City of Quinte West shall make employment opportunities public. The external posting may run simultaneously on the City website. In the event that internal postings have not yielded a sufficient field of fully qualified candidates, external applicants will be considered.
- External job postings beyond the City website shall be based on necessity and budget requirements.
- Human Resources shall be responsible for the placement of all recruitment advertisements.

Application Process

- The City of Quinte West may require all applicants complete an application for consideration of employment.
- Applicants must also submit a resume.
- The City of Quinte West will review all properly completed applications, where applicable, and interview the most qualified candidates.

Interviews

- Interviews shall be scheduled and conducted by Human Resources and the hiring manager.
- Interview questions shall be compiled and reviewed by Human Resources in consultation with the Hiring Manager to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the hiring manager.

Internal Transfers

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their skill, ability, experience and qualifications and potential for success in the position.
- Internal applicants who are not selected for the position shall be notified by Human Resources.
- In the event that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position, they will begin a new probationary period.

References and Background Checks

- Human Resources shall conduct reference and background checks on all potential candidates for employment at the City of Quinte West.
- Background checks are designed to protect the safety of our employees and those who interact with staff.
- References shall be checked to ensure a candidate's qualification for the position.

Offer of Employment

- The City of Quinte West shall give a conditional offer of employment to applicants that have been selected through the application and interview process. · Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from the City of Quinte West, they will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed during this period of orientation.

Family Members

The City of Quinte West shall accept applications from, and consider a member of an employee or elected official's immediate family for employment if the candidate has all the requisite qualifications.

- An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if their employment could create a conflict of interest
- For the purposes of this policy, immediate family members and conflict of interest shall be defined as per the Corporate Policy No. **2016-02HR – Nepotism Policy**.

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- Employees and/or elected officials engaging in romantic relationships and employees and/or elected officials that become married or live in the same household may continue their employment with the City of Quinte West provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, (as defined in Corporate Policy No. **2016-02HR – Nepotism Policy**), created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arise, the City of Quinte West will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the company. If this is not possible, one of the employees must resign.

Former Employees

- A former employee that left the City of Quinte West on amicable terms may be eligible for reemployment.
- Former employees that left the City of Quinte West without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

Responsibilities

This policy will be implemented and administered through the Manager of Human Resources in cooperation with the CAO and Department Directors.

