

THE CORPORATION OF THE TOWNSHIP OF LIMERICK

BY-LAW NO. 2004-10

BEING A BY-LAW TO CREATE A RECRUITMENT POLICY FOR THE TOWNSHIP OF LIMERICK

WHEREAS the Municipal Act S.O. 2001, c. 25 as amended, Section 2701(1) provides for Council to adopt policies with respect to its hiring of employees;

NOW THEREFORE the Council of the Corporation of the Township of Limerick does enact as follows:

- (a) The Township shall develop and implement a Recruitment Policy in accordance with the policies published by the Municipal Act..
- (b) That the Recruitment Policy as drawn up under Schedule "A" attached hereto and forming part of this By-Law is now in effect.
- (c) The aforementioned policy may be amended from time to time under resolution of Council.

READ A FIRST TIME THIS 02nd DAY OF NOVEMBER 2004.
READ A SECOND AND THIRD TIME THIS 07th DAY OF DECEMBER, 2004 AND
FINALLY PASSED THIS 07th DAY OF DECEMBER, 2004.


REEVE W. Longmuir

SEAL


CLERK B. Crocker

Schedule "A"
TOWNSHIP OF LIMERICK
RECRUITMENT POLICY

POLICY NO 1A: GENERAL HIRING PRACTICES

Purpose:

To affirm the Township's policy regarding employment of staff.

Policy:

The Township of Limerick seeks to employ the most competent persons available in all positions. To that end, we search for candidates both inside and outside the organization as outlined in the Recruitment Process below. It is our policy to encourage qualified internal candidates to apply for vacancies. Selections are based on skill, ability, experience, qualifications - suitability to effectively meet the needs of the person/persons supported.

In accordance with the provisions of the Ontario *Human Rights Code*, the Municipality will not permit discrimination against applicants or employees on the basis of race, creed, colour, age, sex, union membership, ancestry, marital status, record of offenses, place of origin, ethnic origin, handicap and family status.

For those positions covered by the collective agreement, the procedure outlined in that document will apply to bargaining unit positions, augmented, where possible, by this Policy.

The Township will endeavour to provide working conditions and an atmosphere that will encourage staff to contribute and develop to their fullest.

POLICY NO 1B: RECRUITMENT PROCEDURE

Policy:

The Township recognizes that its fundamental strength and future growth depends directly upon its human resources. As such, the Township endeavours to ensure an effective and consistent method for recruiting and selecting personnel. The recruitment and selection of employees is the responsibility of the Clerk-Treasurer and will be based on a well-defined and fair process.

Procedure:

Subject to the conditions contained in the collective agreement for bargaining unit positions, individuals will be recruited and selected using the following procedures:

1. An up-to-date job description will be prepared for the position in question and will be available upon request by potential candidates.
2. The job description will identify critical job tasks and outline the experience, knowledge and skills required to execute successfully the job duties and responsibilities.
3. The position requirements of experience, knowledge, skills and aptitude will form the basis for the initial screening and assessment of candidates.
 - a. The knowledge and skill requirements will form the basis of performance objectives and appraisals.
4. All vacancies approved by Council will be advertised internally and externally concurrently. Advertisements or job postings will be placed in appropriate media as determined by the Clerk-Treasurer. The advertisement should state the position title, hours of work, duties, qualifications and experience required.
5. Employees interested in applying for the advertised vacant position must submit, to the Clerk-Treasurer, an application in the form required (see form R.S. #1). Persons interested in employment with the Township shall submit an employment application/resume to the Clerk-Treasurer.
6. The Clerk-Treasurer will review all applications for compliance with the posted requirements. The hiring of an employee into a position with administrative responsibility (i.e. Clerk-Treasurer and Public Works Superintendent) requires, for the purposes of interviewing and final selection, that the Clerk-Treasurer and two (2) Council members review the applications and prepare a short list the applicants to a suitable number.
7. The Clerk-Treasurer will draft a short list of candidates to be granted a personal interview.
8. The Clerk-Treasurer may establish a selection committee, composed of persons with sufficient knowledge to judge each candidate's experience and skill against the requirements of the position, or seek out such advice as necessary to facilitate the decision-making process.
9. The selection process shall endeavor to select, from among the applicants, the candidate that meets the qualifications and requirements of the position. Qualified employees who apply in writing for a vacancy shall be given first consideration.
10. The Clerk-Treasurer, or members of the selection committee, as appropriate, will develop interview questions and utilize a clear and consistent criteria for the interview structure and a weighted scoring system for rating candidates.

11. For internal candidates, the Clerk-Treasurer shall consider all applications for a position on the basis of the applicant's ability, qualifications, suitability for the work to be performed, and then to length of service with the Township or in a related field. In the event that two employees having equal qualifications apply, the senior employee shall prevail. The Clerk-Treasurer shall make a recommendation to Council for their due consideration. However, nothing contained herein shall be construed to prevent the hiring of a person from outside of the service of the Township, if in the opinion of the Clerk-Treasurer/selection committee a more suitable applicant is available.
12. The Clerk-Treasurer will arrange an interview schedule.
13. At the end of the interview the candidate will be asked for their references and their permission to contact these references will be obtained (see form R.S. # 1).
14. Final selection of an administrative employee (i.e. Clerk-Treasurer and Public Works Superintendent) shall be made Council as a Committee of the Whole and, if appropriate, the Clerk-Treasurer.
15. After the appropriate candidate has been selected but before an offer of employment is made, references will be sought. The Clerk-Treasurer will make a verbal offer of employment, confirming salary and hours to the successful candidate. The Clerk-Treasurer will send a written offer of employment confirming the terms of employment.
16. After an offer of employment has been accepted in writing by the selected candidate, all unsuccessful candidates who were interviewed will be notified by letter or telephone by the Clerk-Treasurer.

POLICY NO 1C: HIRING RELATIVES

Purpose:

In accordance with the requirements of the *Municipal Act*, as amended, the purpose of this policy is to clarify the hiring of family members and other relatives within the Township.

Philosophy:

It is recognized that the hiring of a Council member or a close relative of employees of the Township or a Council member may place current staff and members of Council into a potential conflict of interest as it relates to that employment relationship.

Policy:

In accordance with this philosophy, close relatives of employees or members of Council, as defined below, will not be hired into positions within the Township where they will be supervised by, or will supervise, that relative. Further, except for contract or temporary positions

of less than three (3) months duration, close relatives of the Clerk-Treasurer will not be hired into positions at the Township.

Council members may not apply for employment within the Township, unless they first resign from the Council. Further, close relatives of Council members will not be hired into positions with a term of greater than three (3) months, unless the Council member agrees to resign his/her Council membership within the first three (3) months.

For the purposes of this policy, in accordance with s. 24 (1)(d) of the Ontario *Human Rights Code* , “close relative” is defined as meaning “parent, child, spouse or same-sex partner”.

APPLICATION FOR EMPLOYMENT

Date _____ Date available _____

PERSONAL DATA

Last Name _____ Given Names _____

Address _____

_____ Postal Code _____

Home Telephone No. _____ Bus. Telephone No. _____

Are you legally eligible to work in Canada? Yes No

Are you between 18 and 65 years of age? Yes No

Do you have a valid driver's licence? Yes No Class _____

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including voluntary work, as well as employment history. Additional information may be attached on a separate sheet.

EDUCATION

SECONDARY SCHOOL

Highest level completed:

Certificate or diploma received:
Yes No

COMMUNITY COLLEGE

Name of Program:

Length of Program:
Diploma received: Yes No

**OTHER COURSES, WORKSHOPS,
SEMINARS:**

**BUSINESS, TRADE OR TECHNICAL
SCHOOL**

Name of Course:
Length of Course:

Licence, certificate or diploma awarded?
Yes No

UNIVERSITY

Major Subject:
Length of Course:
Degree Awarded: Yes Pass
No Honours

LICENCES, CERTIFICATES, DEGREES:

Describe any of your work related skills, experience, or training that relate to the position being applied for:

EMPLOYMENT

1. Name & address of present/last employer:	Present/last job title:
Type of Business:	Name of Supervisor:
	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:

Duties/Responsibilities:

2. Name & address of previous employer:	Previous job title:
Type of Business:	Name of Supervisor:
	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:

Duties/Responsibilities:

3. Name & address of previous employer:	Previous job title:
Type of Business:	Name of Supervisor:
	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:

Duties/Responsibilities:

For references, may we approach:

Your present/last employer? Yes No

Your former employers? Yes No

List references, if different from above, on a separate sheet.

Activities (civic, athletic, etc.)

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

Signature Date
Have you attached: - an additional sheet? Yes No
- a resume? Yes No

Proposed Reference Check Document

REFERENCE CHECKS - SUMMARY			
Who:			
Comments:			
Conclusion:	Do not Hire	Hire	Start Date:
Who:			
Comments:			
Conclusion:	Do not Hire	Hire	Start Date:
Who:			
Comments:			
Conclusion:	Do not Hire	Hire	Start Date:

Draft Employment Offer Letter on Limerick Letterhead

Date:

Dear

We are pleased to offer you the position of --- with the Township of Limerick, effective ---.

The following terms of **temporary/permanent** employment will apply:

Position Title:

Job Description: attached

Effective Date:

Hours per week:

Vacation: as specified in the personnel policies of the Township of Limerick

Salary: \$ paid bi-weekly.

Probation: Three (3) months worked

Benefits: as required in the *Employment Standards Act* and, *if applicable*, as specified in the personnel policies of the Corporation of the Township of Limerick. ***Eligibility for coverage will be in accordance with the details contained in the plan documents.***

Performance Review:

Termination: either party may terminate the agreement in accordance with the provisions of the *Employment Standards Act*. However, in cases of poor performance, misconduct, negligence or any other behaviour harmful to the interests of the Corporation of the Township of Limerick, termination will be for cause and with no notice required.

Other Terms: other terms and conditions as set out in the Corporation of the Township of Limerick personnel policies and procedures.

Please acknowledge that you accept and agree to abide by the terms and conditions as set out in this letter by signing and returning one copy of this letter to the Township of Limerick.

Signature

Date

Yours truly

“Clerk-Treasurer”