

Council Policy No.:	CP2021-020 (formerly CP2016-004)
Council Policy Name:	Recruitment Policy
Date Approved by Council:	May 13, 2003
Date revision approved by Council:	April 20, 2021 CW2021-095/CR2021-195
Related SOP, Management Directive, Council Policy, Forms	Recruitment Management Directive MD2016-003, Driver's License Requirements SOP, Criminal Records Check SOP and Temporary Recruitment SOP, Recruitment SOP

Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes is committed to transparent and merit based selection in all of its hiring decisions. Applicants will be recruited to fill vacant positions on a competitive basis and in accordance with all applicable Collective Agreement language and employment legislation.

Scope:

The Recruitment Policy applies to all City employees (including full time, part time, temporary, student and co-op placements), but shall not be taken to alter the terms of any Collective Agreement. The Chief Administrative Officer shall be hired by Council; Directors shall be hired by the Chief Administrative Officer. All other positions shall be hired by the hiring Director, Manager or Supervisor.

Policy:

1. General Principles

- 1.1 All selections, appointments and promotions shall be based on considerations of merit and ability to perform effectively in a position.

- 1.2 Selection criteria shall be developed in an objective and non-discriminatory manner and based on bona-fide job-related requirements.
- 1.3 All records related to job competitions or applications for employment are the personal information of the applicants and are maintained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 1.4 Selection procedures will ensure that all candidates are treated in a fair and consistent manner.
- 1.5 All City recruitment practices and procedures must comply with Ontario's *Human Rights Code*.
- 1.6 All City recruitment practices and procedures must comply with the *Integrated Accessibility Standards Regulation* (IASR), as enacted under *Accessibility for Ontarians with Disabilities Act* (AODA), 2005.
- 1.7 In order to ensure that internal candidates have fair opportunity for career advancement and to allow the City to consider restructuring when evaluating overall organizational need in the event of a vacancy, not all vacant Non-Union positions are required to be posted.
- 1.8 All recruitment and selection activities must be coordinated through Human Resources to ensure fair and consistent practices and that the policy is followed.
- 1.9 Applicants must be a minimum age of sixteen (16) upon employment by the City.
- 1.10 In all cases this policy will take precedent, unless specific items are otherwise addressed in applicable Collective Agreements.
- 1.11 The City's hiring practices are designed to prohibit the employment of immediate family of individuals who have authority over others which results in a conflict of interest or perceived conflict of interest. The Chief Administrative Officer shall implement and maintain a management directive to address the employment of immediate family members and conflict of interest or nepotism.
- 1.12 The immediate family of the Chief Administrative Officer shall not be employed by the City of Kawartha Lakes in any capacity. The immediate family of Elected Officials shall not be hired during the term in office of the Elected Official.
- 1.13 Immediate family is depicted as mother, father, sister, brother, children, step-children, grandchildren, grandparents, spouse, common-law partners and in-law familial relationships.

- 1.14 Any perceived or potential conflicts of interest that may exist must be declared to the Chief Administrative Officer. This includes conflicts pertaining to members of Council. The Chief Administrative Officer is responsible to review all hiring decisions where this situation has occurred and has the authority to withhold authorization to hire, as is best for the organization.
- 1.15 Any perceived or potential conflicts of interest pertaining to the Chief Administrative Officer must be declared to the Mayor.
- 1.16 Retention of Recruitment Records is in accordance with the City's Records Retention By-Law.

2. Recruitment

- 2.1 Departments shall analyse both their immediate and future needs as well as strategic plans prior to posting vacancies. Any new positions or removal of positions must be approved by the Chief Administrative Officer.
- 2.2 Resumes will be accepted for specific job postings.
- 2.3 Competition files will be maintained for six (6) months for the purpose to potentially support future hiring.
- 2.4 Competition files may be used to fill subsequent vacancies without reposting for all non-union positions.

3. Responsibilities

- 3.1 Council is responsible to establish the City's recruitment philosophy through this policy.
- 3.2 The Chief Administrative Officer is accountable to approve the detailed management directive that establishes the operational framework.
- 3.3 The Chief Administrative Officer is responsible to approve extraordinary circumstances that may arise with respect to recruitment that have not been addressed within this policy.
- 3.4 Corporate Services is responsible to ensure that the City's Policy and Management Directive are adhered to.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	
1.0	April 20, 2021	Updated Policy Number	Council
2.0	03/08/22	Nepotism and conflict of interest	CAO's Office