

Council Policy No.:	CP2016-004
Council Policy Name:	Recruitment Policy
Date Approved by Council:	May 13, 2003
Date revision approved by Council:	January 28, 2014
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:**

### **1.0 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 the *Ontario 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.

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- 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 in a Department where an Employee to whom they are related would directly be their supervisor.
- 1.12 Any perceived or potential conflicts of interest that may exist must be declared to the Chief Administrative Officer. The Chief Administrative officer is responsible to review and approve all hiring decisions where this situation has occurred.
- 1.13 Retention of Recruitment Records is in accordance of the City's Records Retention By-Law.
- 1.14 Relocation expenses may be authorized at the discretion of the Chief Administrative Officer.

## **2.0 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.

## **3.0 Recruitment for Temporary Replacements**

- 3.1 Temporary Replacements of less than three (3) months
  - 3.1.1 Departments must evaluate the business case to determine if the position must be filled in the short term.
  - 3.1.2 Departments are encouraged to look at succession planning opportunities for existing full-time employees.

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- 3.1.3 In the event there is a health and safety issue, Departments may recommend moving a temporary employee into the short term vacancy and back filling or leaving vacant the temporary employee's position.

### 3.2 Temporary Replacements of greater than three (3) months

- 3.2.1 As part of the City's succession planning objective, when temporary vacancies exist, the hiring department will review opportunities for existing full-time staff to be provided the opportunity to gain experience in an acting capacity as long as they have the necessary requirements to fulfill the duties of the position.
- 3.2.2 For vacancies that exist where 3.2.1 is not recommended by the hiring department, human resources will follow regular recruitment practices.

### 3.3 Long Term Disability Replacements

- 3.3.1 When a vacancy exists as a result of a Long Term Disability (LTD) leave of absence, and the vacancy is to be filled, the Department will be required to fill the position on a temporary basis for two (2) years.
- 3.3.2 After two (2) years, the Department may fill the position permanently.
- 3.3.3 If an employee has been in an acting capacity, under section 3.3.1, at the discretion of the Chief Administrative Officer, the position may be filled without being posted.
- 3.3.3 The City is required to have a position available should the employee on LTD for longer than two (2) years be able to return to work in the future.

- 3.4 The Director of Corporate Services will review temporary employment offers, excluding internal transfers of full-time, part-time and seasonal (per the Collective Agreement) employees, as a final review that the process was fair and equitable.

## 4.0 Responsibilities

- 4.1 Council is responsible to establish the City's recruitment philosophy through this policy.
- 4.2 The Chief Administrative Officer is accountable to approve the detailed management directive that establishes the operational framework.
- 4.3 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.
- 4.4 Corporate Services is responsible to ensure that the City's Policy and Management Directive are adhered to.



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## Revision History:

Revision	Date	Description of changes	Requested By