



Township of East Zorra-Tavistock

Human Resources Manual

Title: Hiring Policy	
Section: Personnel Policies	Number: 2.05
Version: 3.0	Review Frequency: as required
Approved by: Council	Approval Date: 2022-05-04
Application: General organizational structure of the Township. Applies to all employees.	
Notes: Required by Municipal Act, 2001, Section 270(1). Several staff changes to incorporate accessibility requirements, reflect other policies and procedures.	

Excerpt from the Municipal Act

- 270. (1)** A municipality shall adopt and maintain policies with respect to the following matters:
2. Its hiring of employees.

Purpose

1. The Municipal Act, 2001 (the “Act”) requires that all municipalities adopt and maintain a policy with respect to hiring of employees. This policy provides direction to staff and information to the public about the process that will be followed with respect to the recruitment and hiring of employees. This policy has been developed to comply with the provisions of Section 270 of the Act.

Definitions

2. Relative includes spouse, father, mother, son, daughter, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law and step-relations thereof.

Hiring of Relatives

3. The relative of a Township employee or Councillor may be hired into a full-time, part time or casual position when said position is not directly supervised by the Township employee.

4. A relative of any employee or Councillor may be hired into a volunteer firefighter position with the Township.
5. The relative of a part-time, temporary or volunteer firefighter may be hired into a full-time, part-time, temporary or volunteer firefighter position with the Township provided they do not directly supervise or are supervised by a relative, with the exception of volunteer firefighter positions in which the supervision provisions do not apply.

Recruitment and Placement of Employees

6. All applicants for employment will be recruited, hired and thereafter assigned, transferred, up-graded, promoted or compensated solely on the basis of merit, ability and length of service without regard to race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Every reasonable effort is to be made to place an employee in an assignment which will make the best possible use of the employee's abilities and in which the employee will find personal satisfaction and opportunity. In filling recurring or seasonal vacancies, preference shall be given to employees with previous work experience with the Township.

Method of Recruitment

7. The following guidelines may be used for recruiting of various classes of employees.
 - a. Senior Staff – Municipal World Magazine, Association of Municipal Clerks and Treasurer of Ontario Fax Service and London Free Press, Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette.
 - b. Full Time Support Staff – Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette, College/University Placement Services, Online Job Services, Canada Employment Centre.
 - c. Part Time or Seasonal Staff – Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette, College/University Placement Services, Online Job Services, Canada Employment Centre.

Confirmation of Vacant Position

8. When a full time senior staff position becomes vacant the Chief Administrative Officer shall immediately advise Council. Council, in consultation with the appropriate Department Head and Chief Administrative Officer, shall determine the course of action to fill the vacancy.
9. When a part time position becomes vacant the Department Head shall immediately advise the Chief Administrative Officer of the vacancy. The Department Head and

Chief Administrative Officer will determine whether the vacancy shall be filled and present a written report to Council for confirmation.

Interview Process

10. The following guidelines are to be used in conducting interviews with prospective employees.
 - a. Chief Administrative Officer Position – The initial interview shall be conducted by the Mayor, Deputy Mayor, Recruiter and/or Human Resources professional specializing in Chief Administrative duties. A short list of candidates will then be interviewed by the entire Council.
 - b. Senior Staff/Management Positions – The initial interview shall be conducted by the Mayor or Deputy Mayor, Chief Administrative Officer and Human Resources. A short list of candidates will then be interviewed by the entire Council if deemed necessary.
 - c. Supervisory Staff Positions – The Chief Administrative Officer, Human Resources, and Department Head shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.
 - d. Full Time Staff Positions – The Chief Administrative Officer, Human Resources and the Department Head shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.
 - e. Part Time or Seasonal Staff Positions – The appropriate Department Head, Human Resources and Supervisor shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.

11. January 1, 2015 AODA Requirements

22. Recruitment, General

The intent of this requirement is that all employers will notify internal and external job applicants that, where needed, accommodations for disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Policy:

Include statement in each job ad: “The Township of East Zorra-Tavistock is an Equal Opportunity Employer. Accommodations are available for all parts of the

recruitment process, upon request.”

23. Recruitment, Assessment or Selection Process

The intent of this requirement is that all employers will notify job applicants who have been invited to participate in a recruitment, assessment or selection process that, where needed, accommodations for disabilities are available, on request, to support their participation in the process.

In addition, employers are required to consult with job applicants who request accommodations to support them during the process.

Policy:

Applicants who are individually selected for an interview shall be notified that accommodations for the interview process are available, upon request. The Township shall consult with any applicant who requests an accommodation in the interview process in a manner that takes into account the applicant’s disability.

24. Notice to Successful Applicants

The intent of this requirement is that all employers will notify successful applicants of their policies for accommodating employees with disabilities when offering employment.

Policy:

The successful candidate shall then be advised of Council’s decision and asked to confirm their willingness to accept the position. The Candidate shall also be advised of the Township’s policies on accommodating employees with disabilities.

Sample wording for Employment Advertising:

The Township of East Zorra-Tavistock is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.