

TOWNSHIP OF CARLOW/MAYO
POLICY REGARDING HIRING
OF EMPLOYEES

PURPOSE

It is the policy of the Township of Carlow/Mayo to hire the most qualified candidate for every job in accordance with the spirit and intent of all applicable legislative regulations and that the best interests of the Township of Carlow/Mayo and its residents are served. It is also the purpose of this policy to ensure that the Municipality handles every candidate in a fair, objective and impartial manner.

The Collective Agreement contains provisions related to job postings, probationary periods, lay-offs and recall, promotions and transfers, and seniority. These provisions must be taken into account when hiring in the bargaining unit.

APPLICABILITY:

This policy applies to the hiring of all employees – department heads, regular full-time, regular part-time, temporary, casual and seasonal employees.

AUTHORITY TO CREATE NEW JOBS AND TO FILL VACANT POSITIONS

The Township Council shall give authorization for the creation of any new position or to fill any vacant position, which may become vacant due to retirement, termination or resignation before any hiring activity begins.

CONDITIONS:

1. HIRING TEMPORARY, CASUAL, AND SEASONAL EMPLOYEES

- The Clerk-Administrator and Road Superintendent (or in the case of the municipal office, the Clerk Administrator and the Treasurer) are authorized to hire temporary, casual and seasonal employees within the approved budget.
- The Clerk-Administrator or Road Superintendent shall report all newly hired temporary, casual and seasonal employees to Council for their information.
- For additional unbudgeted positions, Council approval is required prior to beginning the hiring process.

2. HIRING REGULAR PART-TIME AND REGULAR FULL-TIME EMPLOYEES

- The Council as a whole or a Hiring Committee appointed by Township Council shall review the job position description and make recommendations for amendments before the position is advertised.
- If the position is within the bargaining unit, it will be posted in accordance with the terms of the collective agreement.
- The Clerk-Administrator shall be responsible for the co-ordination, format, content, and placement of all staff recruitment advertising and job postings.
- Notices shall be posted on Municipal bulletin boards, at waste disposal sites; general stores within the Municipality and an advertisement shall be placed in a newspaper having general circulation in the area. All notices and advertisements shall contain the following information: Nature of the position, qualifications, required knowledge and education, wage or salary range. NOTE: when hiring department heads, a request for candidates to state their salary expectations may be substituted for disclosure of the wage or salary range in the notice. All notices and advertisements (other than internal postings) will contain a statement that “The Township of Carlow/Mayo is an Equal Opportunity Employer”. All notices and advertisements (other than internal postings) will contain a statement that “We thank all applicants for their interest, however only those selected for an interview will be contacted.”

APPLICANT RECORD MAINTENANCE

1. All applications will be time dated when received and held in confidence.
2. Applications received internally in response to job postings will be considered prior to seeking external applications.
3. Applications received for specific positions in response to public advertising will be retained in a designated file and considered for employment purposes.
4. Unless Council authorizes otherwise, in special cases, all applications will be held for twelve months and then destroyed.

SELECTION PROCESS

1. The initial steps in the hiring procedure shall be carried out by the Township of Carlow/Mayo Council by appointing a Hiring Committee.
2. The Hiring Committee and Department Head will review the applications and develop a short list of candidates to be interviewed.

SELECTIONS PANEL & TESTING

1. The Hiring Committee will appoint at least two people and the Department Head to conduct interviews.
2. The Clerk-Administrator/Road Superintendent or Hiring Committee will make the necessary interview arrangements and prepare candidate evaluation sheets.
3. The Hiring Committee and Department Head will endeavor to interview at least three prospective candidates for each position to be filled, and will provide each candidate with an interview of appropriate length to adequately assess his or her suitability for the position.
4. The Hiring Committee or Department Head will arrange appropriate testing of candidates (if required).
5. The Hiring Committee and Department Head will evaluate each candidate and provide their recommendation to the Township Council as a whole.
6. All Department Heads shall be appointed by By-law.

FINAL SELECTION

1. Council shall ratify the final selection.

OFFERS OF EMPLOYMENT

1. An offer of employment may not be offered until satisfactory reference checks (if applicable) have been received on the applicant.
2. All offers of employment shall be confirmed by letter, which shall set out the title, starting date, salary, benefits (if applicable), duration (if seasonal or temporary employment) and other relevant facts and policies concerning the position.

RECORD OF OFFENSES CHECK

1. Prior to commencing employment, all new employees who will be responsible for handling money or work with confidential information must undergo a record of offences check.

FALSIFICATION OF QUALIFICATIONS

1. Falsification or misrepresentation of qualifications or personal conditions on the municipality's application form, applicant resume, or during an interview shall be cause for immediate dismissal.

REPLIES TO APPLICANTS

1. The Clerk-Administrator or her designate shall reply to job applicants who have been interviewed.

GROUP HIRINGS

1. Group hirings for emergency or short-term employment purposes may be handled in a more abbreviated manner at the discretion of the Clerk-Administrator or Road Superintendent.

HIRING PRIORITIES

1. All persons hired for positions with the municipality must:
 - a) be fully qualified for the job in the opinion of those responsible for hiring,
 - b) be at least 18 years of age unless hired as a student employee.

EMPLOYMENT OF RELATIVES

1. The Township of Carlow/Mayo shall not employ the immediate relatives of Elected Officials or members of local boards in any capacity.
2. The immediate relatives of the Clerk-Administrator, Treasurer, Road Superintendent and any other employee of the municipality shall not be employed where such employment would be within the same Department.

In the event that in the future through:

- marriage between staff members,
- a Municipal Election,

a conflict with this policy is created; the Clerk-Administrator will undertake a review. Such review will seek to find a solution that is consistent with the purpose of this policy and the relevant provisions of the Human Rights Code, as well as acceptable to the parties concerned.

For purposes of this policy the following definitions shall apply:

1. **IMMEDIATE RELATIVE:** shall include parent, spouse(married or common-law), same-sex partner, child,
SPOUSE: Spouse shall mean the person to whom a person is married, or with whom the person is living in a conjugal relationship outside marriage.

TERMINATIONS

1. Involuntary termination of employees must be approved and ratified by the Township of Carlow/Mayo Township Council as a whole.
2. The termination date for all employees will be the last day worked, or such other date as may be approved by the Township Council.
3. All outstanding vacation not taken by the date of termination will be paid out to the employee.
4. Employees should give notice of resignation in writing. Employees should give two weeks notice or longer.
5. Terminations for cause are those resulting from very serious actions or neglect by the employee or from inability to do the job. Examples of the former are criminal acts against the municipality, misrepresentation of qualifications, serious insubordination or incompetence. **No notice or pay in lieu shall be given in such terminations.**
6. Notice or pay in lieu of notice must be given, with the minimum being the requirements under the Employment Standards Act.
7. Employees who are still receiving Long Term Disability payments under the Municipality's plan at the end of 12 months from the start of their disability will be terminated from employment with the municipality. The date of termination will be the end of the 12-month period.
8. The Clerk-Administrator shall notify the affected employee of the provisions of this section in writing after 6 months of disability. This letter will serve as formal notice of termination.
9. Such a termination will in no way affect the entitlement to LTD payments themselves. The employee, however, will no longer be eligible to participate in any municipal benefit plans.

SEVERANCE PAY

1. Severance pay shall be paid as set out in the Employment Standards Act.