

Recruitment Policy



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Human Resources Policy	May 22, 2018	52-2018	1	8
Subsection	Repeals By-Law Number:		Policy Number	
Hiring	176-2015 & Policy HR-1-5		HR-1-1	

Purpose

The City of Kenora attracts and retains a high performing staff to achieve its strategic goals and who are aligned to the Cities values and goals. The City achieves the alignment of City staff utilizing principles outlined in the recruitment policy.

The Policy will ensure that the City meets all legislative obligations and its commitment to the City of Kenora mission and vision statement, in the provision of a well-managed operation, a performance culture and a workforce mix and profile appropriate to City needs.

Policy Guidelines

The Corporation is committed to transparent and merit based selection in all of its hiring decisions. All applicants are given equal opportunity for employment in compliance with the provisions in the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and any other applicable legislation.

The Corporation's objective is always to hire the best-qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.

This policy does not supersede practices agreed to within the collective agreements in existence between the City of Kenora and the Canadian Union of Public Employees, Local 191; The International Brotherhood of Electrical Workers, local 559 and The Kenora Professional Fire Fighters' Association.

Responsibilities

The Human Resources Strategist is responsible to ensure that the guidelines set out in this Policy are implemented and adhered to.

All departments, senior leadership members and supervisors are responsible for following the guidelines contained in this policy.

Staff Vacancies

All and any vacancies created, (e.g. retirement, termination, transfer, injury) are to be thoroughly reviewed by the Senior Leadership Team Member and Human Resources Strategist.

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Such reviews to include:

- i) Redistribution of duties to accommodate, if possible staff reduction
- ii) Departmental restructuring to fill vacancies from existing employees
- iii) Duties and services re-justified for the position
- iv) Confirmation of financial resources available (e.g. budgets, wages, benefits, materials, equipment, etc.)
- v) Legislature and contractual obligations

Hiring of Summer Students

It is the practice of the City of Kenora to hire students for the summer to cover off vacations or to meet peak seasonal demands. Once approved Senior Leadership Member/Supervisors can request the same student each summer for a maximum of five (5) years or until that student graduates whichever comes first. The City benefits on our summer student investment when these students are offered and accept permanent jobs with the City.

A returning student is a student who has held a summer student position in the previous summer and has received a favourable re-hire status at the end of season on their performance appraisal. This would include a clean health & Safety and use of vehicle/equipment status. If a summer student is requesting to be hired in a different summer student position within another department, they are required to apply according to the posting.

Hiring Senior Leadership Member/Supervisors are requested, once approved, to send their employee request for summer students to Human Resources. They should specify the name of the student he/she had the previous year and would be willing to rehire if the student chose to apply for a summer job with the City. Human Resources will make contact with the student for recall.

New Positions

Newly created positions will be first reviewed and discussed with the Human Resources Strategist and then presented to the Chief Administrative Officer for review. Such presentation will include the Senior Leadership Member's rationale, a detailed job description, along with any other pertinent information substantiating the need for the position and budget approval.

The job description will be developed by the Senior Leadership Member in conjunction with the Human Resources Strategist, setting out the purpose of the position, responsibilities and duties, reporting relationships, qualifications required, and working conditions. The Human Resources Strategist will make the determination of a provisional wage or salary rate.

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The senior leadership member will provide a report to the Chief Administrative Officer, which will be forwarded to Council for approval

Upon approval of the new position and after six months to one year of experience, the incumbent employee and their immediate supervisor may complete a Job Questionnaire and submit same for re-evaluation in accordance with established procedures for such reconsideration.

Replacement Positions

Vacant positions approved in the current budget shall be reviewed when vacated, and may be determined by the appropriate senior leadership member as to the ongoing need to refill such positions.

Positions which become vacant and are deemed by the senior leadership member and supported by the Human Resources Strategist to be vital to the department's operation will first present such rationale, and when necessary an updated job description to the Chief Administrative Officer for review and approval.

The senior leadership member in conjunction with the Human Resources Strategist will provide notice to Council of all non-union refilled positions for information purposes.

Positions created through a department or division restructuring resulting from an opportunity created by a vacancy and accommodated within the existing budget shall be considered under this section, and are not considered to be new positions.

Temporary Increase of Core compliment

Senior Leadership Members may from time to time require additional human resources in their departments during vacations, leaves of absences, illnesses or special projects.

Temporary requests for additional human resources shall be made at least two weeks prior to the need for the placement. Approval must be obtained from the CAO and Human Resources Strategist prior to hiring. Temporary core complement increases will not be longer than three (3) months, unless they are for the duration of the absence, and have been approved through the budget process.

Advertising

Advertising and Outreach: External advertising for open positions is coordinated through Human Resources. This includes, but is not limited to, advertising on websites, targeted recruitment sites, newspapers, professional organizations, and trade journals.

When advertising externally, full advantage will be made of listings and rate structure where applicable The Human Resources Strategist can advertise with other venues as determined appropriate such as Facebook.

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Recruitment Agency (Executive Search Firm)

In certain circumstances it may be more effective to use a recruitment agency. This should be discussed and agreed with the HR Strategist and Chief Administrative Officer. Any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements. The Chief Administrative Officer will have the authority to access contingency funds to offset the cost of using a recruitment agency.

Application Screening

All applications received will be reviewed by the Human Resources Department, or if required, the Senior Leadership Team Member and/or Supervisor, who will provide a list of qualified applicants for the Interview team to interview. Any member of the Interview Team who has a conflict with any of the applicants due to any real or perceived relationship shall excuse himself/herself from the interview process.

Interviewing

The Human Resources Strategist or designate will advise applicants selected for an interview by telephone or email of the date, time and place of the interview and confirmed by letter where required. For all hiring's an Interview Team will be established with a minimum of 3 members, except for student positions. Human Resources Strategist can approve an interview team less than three.

Union	Supervisor from Hiring Department, Human Resources Strategist and Supervisor from another department or another Human Resources Staff person
Non-union positions	Senior Leadership Team Member or Supervisor of hiring department, Human Resources Strategist, Supervisor from another department or another Human Resources Staff.
Supervisory positions below the level of Senior Leadership Members	Senior Leadership Team Member from Hiring Department, CAO or Senior Leadership Team Member from another Department and Human Resources Strategist. Lake of the Woods Museum Director recruitment – Senior Leadership Team Member, HR Strategist and a member of the LOW Museum Board for the recruitment of LOW Director.
Senior Leadership Members	CAO, Human Resources Strategist and an external third party(ies) as deemed appropriate by the CAO
CAO	Committee of Council
Student Positions	Supervisor and Human Resources Strategist or designate

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The Human Resources Strategist and Senior Leadership Team Member will be responsible for the establishment of a standard questionnaire relevant to the position to be filled for review and approval by the Interview Team. The same questions and evaluation of responses will be used for each applicant. Interview Committee members must be in attendance for all interviews.

A rating and evaluation form will be developed to coincide with the questionnaire. The final selection must be by consensus of the interview committee. If a consensus cannot be made, then the Human Resources Strategist will bring forward the interview process to the Chief Administrative Officer for a final decision. It may be determined that second interviews are required.

Following a determination of the Interview team as to the successful applicant human resources will determine the medical documentation required for the position and accepted as satisfactory by the employer. The Human Resources Strategist may determine that a physical examination is not required. An offer of employment setting out the terms and conditions applicable to the position will then be made in the following manner:

All union positions, all non-union positions excluding Managers and student positions	Offer will be made verbally by telephone by the Human Resources Department and confirmed in writing if the applicant accepts the position
All Senior Leadership Team Member positions	Offer will be made verbally by telephone by the Human Resources Strategist, or recruiter where appropriate, and confirmed in writing if the applicant accepts the position

Council will be advised of successful senior management position candidates by email. The appropriate Supervisor and Human Resources Department shall conduct an Orientation sessions for each new employee. The City On-Boarding manuals shall be used immediately following the acceptance of an offer being made. The Employee Orientation form along with the check of list for on-boarding are to be completed and returned to Human Resources. Specific workplace orientations will be completed by the Supervisor or Senior Leadership Member of that department.

Senior Leadership Team Members will ensure proper evaluations are provided for employees as required. Supervisors will ensure that proper probationary reviews are completed in accordance with guidelines.

Reference Checks

Reference checks are conducted to obtain additional or substantiating information concerning an applicant.

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Personal and professional reference checks are undertaken on all prospective employees by the Human Resources Strategist or designate prior to any offer of employment (verbal or written). Unless the Human Resources Strategist deems it is not necessary.

A reference check is not conducted without first obtaining approval of the applicant.

Criminal Record Checks

After a verbal offer of employment is made but before a written offer of employment is made, all prospective employees are required to obtain an acceptable criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence. The new recruit will not start employment until the criminal record check process is complete and the approval is made by HR that the new recruit is approved to start employment with the City.

Any costs associated with obtaining a criminal record check/police record check are the sole responsibility of the prospective employee. Human Resources will determine the immediacy of a criminal record check and if required will utilize a third party organization to complete the criminal record check at the employers cost.

The written offer of employment is not prepared until the completion of a criminal record check/police record check.

The Human Resources Strategist will determine if a criminal record check is required for students. If an employee returns to work within a year of a previous position the Human Resources Strategist can determine if a Criminal Record Check is required or signing of a Statement of Truth form swearing there has been no changes in their criminal standing.

Moving Expenses

On recommendation of the Interview team, new recruits may be eligible for moving expense assistance if they reside outside of the City of Kenora; subject to the approval of the CAO up to a maximum of \$5,000.

Moving expenses will be allowed for moving of personal and household effects, travel related expenses such as gas, food and hotels, or airline tickets related to relocation. The Employee shall provide receipts proving any such expenses to the satisfaction of the City Treasurer.

In the event the employee leaves the employ of the City, the City will recover the amount expended for moving expenses on a pro-rata basis;

- Within your first 18 months 100% of the above allowance shall be fully refunded
- After 18 months 50% of the above allowance shall be fully refunded
- After 24 months 0%

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The Chief Administrative Officer will have the authority to access contingency funds to offset the cost related to relocation of a new recruit and increase the maximum if required.

Any variation to this policy is referred to the Chief Administrative Officer for consideration.

Claims are submitted through the Senior Leadership Member who forwards the claims, with appropriate comments, to Finance for processing.

Employment First Three Months

Acceptance or rejection of all offers of employment will be confirmed in writing for all positions, in accordance with any Collective Agreements. Should the initial applicant decline the offer of employment, the Interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted.

If the same position becomes vacant during the first six months of the placement of the successful candidate, the interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted. If it is longer than six months a new competition for the position shall be conducted.

Non-Discrimination

The employment practices of the City of Kenora shall be in accordance with The Ontario Human Rights Code, The Canadian Charter of Rights & Freedom and the The Pay Equity Act 1987. No applicant or employee shall be discriminated against in accordance with these or any other applicable legislation. Accommodation will be made available for all parts of the recruitment process, if requested in advance by an applicant.

Whenever possible, recruitment and promotion shall be from within the Corporation's workforce, providing that the employee meets the necessary qualifications and is identified as being the best candidate for the position. This policy will improve employee moral, give incentive to employees and promote loyalty to the Corporation.

Corporation not the Employer

The City of Kenora is not the employer of Library Board employees, or Handi-Transit and any other group not listed. Although Council may be able to exert some influence over these organizations, it is not the employer for purposes of Collective Bargaining, hiring, firing, etc., and the policy set out herein does not necessarily apply to these groups.

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Employee Definitions

Full-time Employee

Is any employee who is regularly scheduled to work more than 24 hours per week, 52 weeks per year.

Part-time Employee

Is any employee who is regularly scheduled or required to work on a continuous basis 24 hours per week or less, or may be determined by the Collective Agreement.

Contract Employee

Is any employee with whom the City enters into a contract of service for a specific term, with specific terms of employment on a project basis outside of a current classification.

Student Employee

Is any employee who attends school on a regular full-time basis and who is generally employed on weekends, evenings, and during school holidays.