

**CITY OF KENORA RECRUITMENT POLICY**

<b>SECTION</b>	<b>DATE</b>	<b>RESOLUTION NO.</b>	<b>PAGE</b>	<b>OF</b>
<b>HUMAN RESOURCES POLICY</b>	<b>26/04/04</b>	<b>Res. No. 7</b>	<b>1</b>	<b>9</b>
<b>SUBSECTION</b>	<b>SUPERCEDES RESOLUTION NO.</b>		<b>POLICY NO.</b>	
<b>HIRING</b>	<b><del>11/09/02</del> Res. No. 4</b>		<b>HR-1-1</b>	

**PURPOSE**

To develop a policy and procedure pertaining to all phases of the employment process for Non-union Supervisory, Management personnel and students.

To ensure uniform application of this policy throughout the Corporation.

**POLICY GUIDELINES**

The Corporation is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status or handicap.

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 Manager is responsible to ensure that the guidelines set out in this Policy are implemented and adhered to.

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

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### **STAFF VACANCIES**

All and any vacancies created, (e.g. retirement, termination, transfer, injury) are to be thoroughly reviewed by the Department Manager and Human Resources Manager.

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 Managers/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 favorable 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 Managers/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 Manager and then presented to the Chief Administrative Officer

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for review. Such presentation will include the Department Manager’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 Department Manager in conjunction with the Human Resources Manager, setting out the purpose of the position, responsibilities and duties, reporting relationships, qualifications required, and working conditions. The Human Resources Manager will make the determination of a provisional wage or salary rate.

The department manager will provide a report to the Chief Administrative Officer, which will be forwarded to the Finance and Administration Committee and presented 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 may be determined by the appropriate department manager as to the ongoing need to refill such positions.

Positions which become vacant and are deemed by the department manager and supported by the Human Resources Manager 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 department manager in conjunction with the Chief Administrative Officer will provide notice to the department Standing Committee and Council of all refilled positions for information purposes.

**ADVERTISING**

Positions to be advertised will use the following media or agencies and any other publications and agencies as approved by the CAO:

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Part-time temporary and Non-union positions	Canada Manpower and/or Kenora Daily Miner and News
Unionized and all non-supervisory non-union positions	Kenora Daily Miner and News
Managers and Supervisors	Kenora Daily Miner and News, Chronicle -Journal and Winnipeg Free Press or Association web sites
CAO	Kenora Daily Miner and News, Chronicle - Journal News, Winnipeg Free Press, or Association web sites

When advertising externally, full advantage will be made of listings and rate structure.

**APPLICATION SCREENING**

All applications received will be reviewed by the Human Resources Manager, Department Manager 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 perceived relationship shall excuse himself/herself from the interview process.

**INTERVIEWING**

The Human Resources Manager or Designate will advise applicants selected for an interview by telephone 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.

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Union, non-supervisory non-union positions	Manager, Supervisor from Hiring Department, Human Resources Manager or Department Manager, Supervisor from another Department and Human Resources Manager
Supervisory positions below the level of Department Manager	Department Manager from Hiring Department, Department Manager from another Department and Human Resources Manager
Department Manager	Council Committee Chairperson, CAO and Human Resources Manager
CAO	Committee of Council
Student Positions	Supervisor and Human Resources Manager or designate

The Human Resources Manager and Department Manager 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.

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 Manager will bring forward the interview process to the CAO. It may be determined that second interviews are required.

Following a determination of the Interview team as to the successful applicant a Physical Examination form must be completed and accepted as satisfactory by the employer. Unless, it is determined by the Human Resources Manager 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:

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All union positions, all non-union positions excluding Managers and student positions	Offer will be made verbally by telephone by the Human Resources Officer and confirmed in writing if the applicant accepts the position
All Department Manager positions	Human Resources Manager will make a recommendation to the Committee of the Whole to Council. If approved by the COW, the Human Resources Manager will verbally offer the successful applicant the position. If offer is accepted it will then be confirmed in writing.

When an applicant has accepted on offer of employment a report is to be forwarded to Council outlining the hiring process and informing Council of the successful candidate for Supervisor and Manager positions.

The appropriate Supervisor and Human Resources Officer shall conduct an Orientation session for each new employee. The Employee Orientation form is to be completed and returned to the Human Resources Manager.

Department Managers will ensure proper evaluations are provided for employees as required.

**REFERENCE CHECKS**

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

Personal and professional reference checks are undertaken on all prospective employees by the Human Resources Manager or designate prior to any offer of employment (verbal or written).

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

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**CRIMINAL 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 a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence

Any costs associated with obtaining a criminal record check/police record check are the sole responsibility of the prospective employee.

The written offer of employment is conditional upon successful completion of a criminal record check/police record check.

**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 Chief Administrative Officer.

Up to three credible quotes from moving companies must be submitted and reimbursement is limited to 50% of the lowest of the three quotes to a maximum of \$2,500.00; the quote must reflect the individual's, and/or individual's immediate family's personal and household effects only.

Any variation to this policy is referred to the CAO for consideration.

Claims are submitted through the Department Manager 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 three 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

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competition for the position should be conducted. If it is longer than three months a new competition for the position shall be conducted.

### **NON-DISCRIMINATION**

All applicant's or employee's race, creed, colour, sex, marital status, nationality, ancestry, place of origin, citizenship, sexual orientation, age, family status, or handicap shall not be considered as factors when hiring, assigning, upgrading, or promoting the employee.

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.

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, LOWBIC employees, or Hydro Department employees, 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.

### **EMPLOYEE DEFINITIONS**

#### Full-time Employee

Is any employee who is regularly scheduled to work 35 or more 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, less than 35 hours per week.



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### 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.