

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>PERSONNEL SELECTION</u> <u>POLICY</u>	REVISED April 1997, July 1997, December 2004
Resolution No. 458	Supercedes Resolution No.
Policy Number 3.15	PAGE 1 of 6

1. POLICY STATEMENT

To ensure and maintain a highly objective and credible system of human resource management in the process of employee selection.

2. SCOPE

Applies to all departments and divisions within the Corporation.

3. RESPONSIBILITIES

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

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

4. GENERAL

- A. 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, skill, training, and the ability to perform the work.

- B. The Personnel selection Committee shall consist of:

- i. Superintendent(s) of the operation centre(s) submitting the request;
- ii. Applicable Division Manager or designated alternate; and
- ii. Human Resources Manager

Additional staff and / or members of Council may be brought into the process if it is deemed to be desirable by the Personnel Selection Committee as structured above.

- C. Exemptions from the Personnel Selection Committee process are as follows:

- i. If a permanent position previously held by a full-time incumbent is filled on a temporary basis by an incumbent obtained through the Personnel Selection Committee process and the full-time incumbent does not return, the said temporary

incumbent may be exempt from the Personnel Selection Committee process and be awarded the permanent full-time position if incumbent possesses:

- a. Job qualifications and criteria;
 - b. Positive performance evaluation; and
 - c. Recommendation from the responsible Superintendent.
- ii. Where Council-approved budgets have projects therein which require a Division to hire employee(s) on a seasonal or otherwise temporary basis, and there are persons who, in the preceding year were employed in that same operating centre, performing the same or similar work, and for whom the Superintendent has on file favourable performance reviews on completion of that preceding year employment, and who wish to return to work for said Operating Centre in said employment position(s), then the Superintendent may rehire said person(s) as required, outside the Personnel Selection Committee process as a Divisional Administrative function.

Filling any remaining temporary seasonal employee needs after utilizing the above process is to be subject to the Personnel Selection Committee process.

5. NEW POSITIONS

- A. Newly created positions will be presented to the Chief Administrative Officer by the Division Manager along with a completed job description and rationale for the position. Approval for the new position will be at the discretion of the Chief Administrative Officer.
- B. Once approval has been granted, the Human Resources Manager will convene the appropriate Job Evaluation Committee for the determination of a salary rate.
- C. The appropriate Division Manager will then forward the recommendation to their respective Executive Committee and then for presentation to Council.

6. REPLACEMENT POSITIONS

Vacant positions approved in the current budget may be determined by the appropriate Division Manager as to the ongoing need to refill such position.

These positions that become vacant through transfer, promotion, termination, retirement, etc. will be first analyzed as to the continuing need for said position and for any changes to duties, responsibilities, qualifications, etc. that need to be made to said position. The job description will then be updated to reflect the current needs of the position. An evaluation of the salary rate (if necessary) will also be conducted with the Human Resources Manager and in accordance to collective agreement provisions or the Management / Non-Union Salary Administration Policy.

7. PROCEDURE

- A. Internal Postings
 - i. As a result of a vacancy that occurs within the scope of a Collective Agreement, the process outlined within the Collective Agreement will be followed.

- ii. The Human Resources Department will coordinate the internal posting process (creation and distribution of job posting package and the collection of all applications)
- iii. The Human Resources Department will present the list of applicants and applications to the appropriate Superintendent / Division Manager.
- iv. In conjunction with the Supervisor and / or Division Manager a shortlist of candidates will be developed in accordance with collective agreement provisions and an interview schedule determined if required.
- v. Once a successful candidate has been determined, the Human Resources Manager will produce a hiring package (including the letter of offer) to be delivered to the employee by the Supervisor. All unsuccessful candidates are notified either by telephone or in writing.
- vi. Positions that cannot be filled through the internal posting system will then be processed externally.

B. External Postings

- i. Positions that cannot be filled through the internal process will be subject to the external search procedures.
- ii. The Human Resources Manager in conjunction with the supervisor will develop the advertisement, the market to be pursued, and the carrier.
- iii. The Personnel Selection Committee will screen all candidates and develop a shortlist based on the criteria as established by the Committee.
- iv. Interviews will then be scheduled by the Human Resources Department or the Supervisor.
- v. Reference checks are to be conducted prior to any hiring. Whenever a reference check is made, it should be carried out with discretion, and only with the permission of the candidate. Reference checks will be conducted by the Supervisor.
- vi. Once a successful candidate has been determined, a verbal offer of employment will be made by the Supervisor or the Human Resources Department. Confirmation, in writing is to be given to the successful candidate and includes all of the pertinent data as to position title, wage rate, start date, benefits entitlement, probation period, and applicable policies / collective agreements. This package will be produced by the Human Resources Department.
- vii. All unsuccessful candidates are notified either by telephone or in writing.

8. NEPOTISM

A. Objective

- i. To ensure that employment related decisions concerning existing or potential Town employees are free from any real or perceived improper influence based on familial relationships and to maintain public confidence in the integrity of the Town's hiring and employment practices. In particular, this policy is intended to:

Prevent conflict of interest, or the appearance of such conflict, that may arise through the hiring or employment of family members; and

Prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence in the Town's employment practices.

This policy applies to all employees and elected officials

- ii. One of the Town's human resource objectives is to hire the most suitably qualified or best candidate available for each vacant position and takes into consideration the legal requirements and terms outlined in collective agreements. As a consequence, the Town prohibits employment situations where family members would:
 - a. Be supervised by (meaning direct reporting relationship) or subordinate to, one another; or
 - b. Be given preferential treatment being recruited and / or selected for vacant positions; or
 - c. Be appointed to position where job responsibilities would be incompatible with positions occupied by family members.
 - d. All employment related matters related to hiring and / or employment shall be undertaken in an objective and impartial manner.

B. Definitions

Direct Reporting Relationship – A relationship in which an employee or elected official has authority to:

- i. Approve or deny increments, overtime or negotiate salary levels
- ii. Conduct performance appraisals
- iii. Administer discipline
- iv. Direct work assignments with respect to an employee

Closely Related – For the purpose of this policy, closely related to an employee or a member of Council shall be interpreted to mean:

- i. Parents (including 'step')
- ii. Spouse (including common law)
- iii. Same sex partner (including common law)
- iv. Children (including 'step' and grandchildren, brothers and sisters); and
- v. Father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

C. Procedure

- i. A Personnel Selection Committee member who is closely related (as defined above) to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interests or allegations of preferential treatment.
- ii. It is the responsibility of the members of the Personnel Selection Committee to declare a conflict. The conflict will be recorded by the Human Resources Manager.
- iii. Relatives of present employees may be appointed to Town positions providing there is no potential for one employee to exercise influence or administrative control over another employee, that the employee works in different departments (or large departments, different locations) and there is no potential conflict of interest.

- iv. The Human Resources Manager shall determine if nepotism exists once a successful candidate is selected for a vacancy.
- v. If nepotism is not an issue, the recruitment process will continue in a normal fashion.
- vi. If nepotism exists (and prior to an offer of employment being made), the Human Resources Manager shall inform the Chief Administrative Officer of the issue. An evaluation of the situation will be conducted and a determination will be made (based upon individual circumstances).
- vii. Where current employees become closely related, as defined by the policy, and one individual exercises supervisory responsibilities over the other employee, the department in which they are employed is responsible to assign an alternate person to assume supervisory responsibility.
- viii. Present employees who become married to other Town employees in the same department will be permitted to continue their employment. An employee with a spouse in the same department shall not have supervisory authority over that person. Should one of the employees terminate their employment for any reason and later reapply for a position with the Town, they will be subject to the same competition as other candidates.