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## Township of Adelaide Metcalfe Hiring Policy

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### 1. POLICY STATEMENT

The Township of Adelaide Metcalfe promotes accountability and transparency through the establishment of a hiring policy that is committed to the fair and effective recruitment, selection, and hiring of a qualified and diverse workforce.

This Hiring Policy is in accordance with Section 270 of the Municipal Act, 2001, where municipalities shall set policies with respect to the hiring of employees in order to ensure greater transparency and accountability.

Accommodations throughout the hiring process will be provided, at the request of the candidates.

Any exceptions to this policy must be approved by Council.

### 2. DEFINITIONS

**“CAO”** – means an individual who holds the role of Chief Administrative Officer for the Township.

**“Department Head”** – means the manager responsible for the day-to-day activities of a particular department of the Township.

**“Employee”** – means an individual who works for or provides services to an organization for a salary or wage.

**“Hiring Manager”** – means the manager or supervisor who is responsible for filling a vacancy.

**“Selection Committee”** – means the committee created to undertake the recruitment and selection process for a job competition.

**“Student”** – means any individual attending school, high school, college, or university on a full-time basis and who has indicated their intent to return to school, or any individual engaged by the Township under a cooperative student program with a high school, college, or university.

**“Township”** – means the Corporation of the Township of Adelaide Metcalfe.

### **3. PURPOSE**

The purpose of this policy is to provide direction and consistency for the recruitment and selection of approved staff in the Township of Adelaide Metcalfe.

Approved staff are those staff positions that have been approved by Council of the Township.

### **4. SCOPE**

This Policy shall:

- a) Provide guidance to Council when hiring a CAO;
- b) Provide direction for hiring members of the Management Team by the CAO;
- c) Provide direction for hiring of all other Township staff by the CAO or the respective Department Head; and,
- d) Outline a number of procedures related to the recruitment and selection of qualified candidates, making an employment offer, notification to unsuccessful candidates, probationary period requirements, eligibility of internal transfers, hiring of former employees and conflict resolutions.

### **5. HIRING AUTHORITY**

#### Hiring of the CAO

The recruitment and selection process for hiring the CAO shall be at the direction of Council.

Given that the CAO position reports directly to Council, Council may wish to undertake an external recruitment and selection process for the solicitation of applications to ensure a broad, dynamic, and considerable applicant pool to choose from. Any interested internal candidates should also be invited to apply to the CAO recruitment and selection process.

There are other factors that Council may wish to consider such as, hiring a qualified firm to lead the recruitment and selection process, creating a Selection Committee of Council to interview potential candidates, requiring a personality test to uncover the values of candidates, or requesting assistance from Middlesex County or other nearby local municipalities to support the recruitment and selection of a CAO.

#### Hiring of Management Team

Council shall appoint a Selection Committee consisting of the CAO and two Council members.

The Selection Committee shall follow the procedures outlined in Section 6 of this policy.

Once the Selection Committee determines a preferred candidate, the CAO will make a recommendation of the preferred candidate to Council for approval.

#### Hiring of all other Township Employees

The Department Head and CAO (or delegate) shall form a Selection Committee and follow the procedures outlined in Section 6 of this policy.

The Department Head is authorized to hire approved staff of their respective department and shall notify the CAO of a successful candidate prior to making an Employment Offer.

The CAO is responsible for ensuring Council is kept up to date regarding the hiring of employees.

### Hiring of Students

The Department Head and another Manager of the Township shall form a Selection Committee and follow the procedures outlined in Section 6 of this policy.

Student's must be of a minimum age which complies with employment legislation.

The Department Head is authorized to hire Student positions that have been approved by Council.

## **6. PROCEDURES**

### Recruitment

Recruitment is the process of creating and posting job advertisements, identifying and attracting qualified candidates and developing a strong candidate pool for Selection.

Prior to posting a job advertisement, the CAO or Department Head shall review the job description to ensure it is up to date and relevant. Any major changes to the job description must be reviewed by the CAO and approved by Council. Prior to Council's consideration for approval, the job description must be reviewed by the Township's external compensation consultant.

The Hiring Manager shall post the job advertisement on the Township's website, local job boards, social media, or any other relevant employment agency or municipal association to ensure a broad and dynamic applicant pool.

Existing employees wishing to apply for a vacant position may do so through the same process as external candidates.

Only candidates selected for interviews will be contacted.

### Selection

Selection is the process of differentiating among applicants in order to identify and hire those with the qualifications that best meet the requirements of the position. Filling vacant positions within the Township requires a formal employment interview.

Initial screening or shortlisting of applicants will be completed based on the applicant's knowledge, skills and abilities as identified on their job application with that of the minimum qualifications of the job position. If there are no applicants that meet the minimum qualifications of the job position, the Township should re-post the job advertisement.

Applications that meet or exceed the minimum qualifications of the job description will be provided to the Selection Committee responsible for hiring the vacant position. The Selection Committee will then

review and select applications from the short-list for an interview. Only those selected for an interview will be contacted.

All interviews will be conducted in a manner that results in an exchange of information. Interviewers will ask only job-related questions, answers to which will help assess the candidate's experience and potential for the position. Ample time and opportunity to ask questions concerning the position will be provided. The interview should also serve as an opportunity to present Township philosophy, salary information, and benefits program.

The interview must assess leadership, management, customer service and technical skills. Behavioural-based interview questions will be used to evaluate a candidate's knowledge, skills, abilities, and behaviors required for the position.

Some positions require skills for which a known level of competency must exist. In these cases, the Selection Committee may request applicants to demonstrate these skills by completing a job-related skills test.

If the Selection Committee is satisfied that they have made their final determination of a successful candidate, the Selection Committee will request references from the final candidate. If the final candidate does not agree to disclose references, the candidate will be removed from the hiring process. If the candidate discloses references, the Selection Committee will undertake a reference check to confirm the candidate's knowledge, skills, and abilities as identified on their job application.

The Selection Committee may determine that there are no successful candidates through the Selection process. As such, the Selection Committee may decide to readvertise the vacant position following this Hiring Policy.

### Background or Record Checks

In some cases, the position may require a criminal record check, vulnerable sector check, or a clean driver abstract clear of any major violations. In these cases, the Township will ensure these requirements are included in the job advertisement.

In the event a criminal record check, vulnerable sector check or a driver abstract is required, the applicant must provide the criminal record check, vulnerable sector check or driver abstract prior to the commencement of work.

If a criminal record check, vulnerable sector check or a driver abstract is deemed unfavourable to the candidate's successful employment with the Township, the Hiring Manager shall not hire the candidate.

### Employment Offer

Upon a successful Selection process, including the necessary skills testing, background check, vulnerable sector check, clean driver abstract, and or references, as required:

The Hiring Manager shall provide a conditional offer of employment verbally to the applicant that has been selected through the Recruitment and Selection process. Following a verbal acceptance from the candidate, the Hiring Manager will immediately arrange for and follow up in writing with a formal offer of employment.

Job offers shall be contingent on the applicant's agreement to corporate policies, probationary period, successful background check, vulnerable sector check, clean driver abstract, as required, and any other conditions applicable to the position that are required of the employee.

Should the applicant accept an offer of employment from the Township, they shall be considered an employee and provided with a start date and required location to report for duty. Employee orientation shall be provided and will include workplace policies, rules and procedures and any other specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed by the employee during this period of orientation.

### Unsuccessful Applicants

Unsuccessful Applicants are those who were selected for an interview but did not proceed to an offer of employment.

The Hiring Manager shall notify all Unsuccessful Applicants in writing via electronic mail.

### Probationary Period

A newly hired Employee shall be on probation for a minimum of 90 days from their start date of employment. The probationary period may be extended another 90 days at the discretion of their Department Head or CAO.

Subject to the satisfactory completion of this probation period and the completion of a performance evaluation, the Employee may be placed on permanent staff, and Years of Service shall be effective from the original date of employment.

It is the responsibility of the Hiring Manager who hired the Employee to ensure that a performance evaluation is completed prior to the end of the Employee's probationary period.

### Internal Transfers

Employees are encouraged to apply for job openings and will have their applications considered on the basis of their qualifications and potential for success in the position.

Internal applicants who are not selected for the position shall be notified by the Hiring Manager.

In the event that an employee is selected for employment pertaining to a job posting, following their transfer to the new position they will begin a new probationary period, which may be waived at the discretion of the CAO.

### Former Employees

A former employee who left the Township on amicable terms may be eligible for re-employment.

Former employees who left the Township without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

For seasonal or part-time positions, the Hiring Manager may re-hire previous employees without a competition.

In emergency situations where no staff are currently available, part-time or seasonal employees may be retained to ensure the continued operations of facilities.

Any emergency situations must be reported to Council at an appropriate time.

## **7. EXIT INTERVIEWS**

Following the receipt of an employee's resignation and prior to their departure, the CAO or Department Head may conduct an exit interview to identify areas of improvement, confirm what is being done well, and discuss any recommendations the employee may have for improving service levels.

The employee may opt out of this exercise.

## **8. NEPOTISM**

Candidates shall not be hired into a position where they will be directly supervised by a member of their immediate family. For the purposes of this section, immediate family includes spouse (common law or otherwise, and including domestic partner), child, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, or step-child.

## **9. CONFIDENTIALITY**

All records related to job competitions or applications for employment are personal information and must be kept strictly confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Township's Retention By-Law.

## **10. REVIEW**

This policy shall be reviewed every three (3) years or as required to address factors such as identified gaps, changes in organizational structure or legislative changes.

## **11. CONTACT**

The CAO for the Township shall be responsible for receiving complaints and or concerns related to this policy. Upon receipt of such a complaint or concern, the CAO shall notify Council.