

<b>SECTION:</b>	<b>SUBJECT:</b>	<b>Pg. 1 of 3</b>
<b>PERSONNEL</b>	<b>HIRING AND NEPOTISM POLICY</b>	<b>DATE: July 14, 2015</b> <b>Repealing: Sept 06, 2011</b>

**A. PURPOSE**

To ensure that the Corporation always hires the best qualified applicants without bias, based on qualifications, skills, training and ability to perform the work.

**B. SCOPE**

This policy applies to all union and non-union employees, including but not limited to, full-time, part-time, contract, casual/seasonal, temporary employees, and students. The same interview and screening process will apply to volunteers in all departments.

**C. RESPONSIBILITIES**

The Chief Administrative Officer (CAO), Department Heads and Supervisors with the assistance of the Human Resources/Benefit Clerk shall adhere to this policy and its purpose.

Council is responsible for approving new/additional positions.

**D. PROCEDURE**

Advertising for all positions will be approved by the CAO and coordinated by the Human Resources/Benefits Clerk. He/she will collect all of the applications and forward them on the closing date to the appropriate Department Head and/or Supervisor.

Advertising shall be utilized in the most cost effective manner suited to the position. Advertising shall always include:

- Internal posting throughout the Corporation's offices and/or work locations as required by the various collective agreements
- In the Town of Kirkland Lake News page published every second Friday
- On the Corporation's website

All advertisements for employment opportunities with the Corporation will indicate that the Corporation is an equal opportunity employer and will include the following phrase:

- "We thank all applicants for applying, however, only those selected for an interview will be contacted."

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, gender, sexual orientation, age, marital status, family status or disability.

All non-union positions shall be posted internally and externally simultaneously. Replacement of non-union positions for a period not exceeding six weeks may be filled without a competition.

The job qualifications for both internal and external job postings shall be specific to the requirements of the position.

For positions requiring call out or immediate response, candidates will be required to live within the Boundaries of the Town of Kirkland Lake.

The Department Head and/or Supervisor will review applications from qualified candidates to determine the candidates most suitable for interviews based on education, experience, and other related qualifications.

The interview panel will consist of two to four persons. At the discretion of the Department Head, additional staff members may be included in the interview panel as a resource. The CAO may participate in any of the above interviews.

The Department Head will coordinate the interview process. The Department Head shall recommend to the interview panel, the interview format, questions and any associated testing. Depending upon the position being recruited, further testing of the short listed candidates may be required. The Department Head or his/her designate shall conduct all reference checks. All selections for hiring shall be discussed with the Chief Administrative Officer before an offer to hire is made.

Each successful full time applicant will receive a written offer of employment and depending upon the position, an employment agreement may be required.

All unsuccessful applicants who were interviewed will be provided with written notice that they were not successful within five days of the successful candidate's written acceptance.

All new employees must have a current WHMIS certificate, provide a copy of his/her driver's license (if applicable), and submit to a pre-employment medical if required.

Excluding Day Care, all new employees except for those laid off and re-hired within a two-year period will provide original criminal background check(s).

All Day Care staff, volunteers, and students require criminal reference checks. This includes vulnerable sector screening, which must be updated every five years. Offence declarations must be provided every year that Vulnerable Sector Checks are not required.

#### **E. NEPOTISM**

The purpose of this section is to eliminate any inappropriate conflicts of interest or perception of bias in the selection process, promotional process or in the workplace in general, which may result in a reporting relationship between relatives. This policy applies to relationships between employees at the time of hire as well as those, which develop after hire. A reporting relationship is where one relative has the authority to administer monetary gain, conduct performance appraisals, recruit/recommend for hire or promotion or is responsible for administering discipline to another relative.

The definition for relative means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse (including common-law spouse), child (including child of common-law spouse), stepchild, ward, father-in-law, mother-in-law, uncles, aunts, nephews, nieces or any individual who is permanently residing with a Corporation employee.

A relative of a Department Head or Supervisor shall not be hired for, or promoted to, employment within the same department in which he/she would be under the direct reporting authority of the Department Head or Supervisor.

A supervisor who becomes related to an employee in the direct line of authority of the supervisor shall notify the Chief Administrative Officer within 10 working days after the supervisor and employee become related.

All conflicts under this section shall be resolved by the CAO and the Department Head in a manner consistent with the purpose of this section and the relevant provisions of the Human Rights Code. If the resolution involves maintaining the employment of one or more relatives in a conflict within the meaning

of this section, the resolution shall be in the best interests of the Corporation and the employees involved and shall be approved by Council.

A person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, or other personal interest for a relative employed for the Corporation, even when the supervisor is not in the direct line of authority.

It is understood that conflicts may occur in certain union posting situations, or in the case of promotion or transfer of unionized employees, in order to respect the collective agreement. In such cases, the conflict will be identified and monitored by the Department Head and/or Supervisor to ensure no bias takes place.

Department Head and Supervisors shall ensure that their respective employees are in compliance with this section.

The CAO's responsibility is to ensure that this policy and its procedure are adhered to at all times.

Approved by: Council

Date: July 14, 2015