

**TOWN OF BANCROFT**  
**RECRUITMENT POLICY**

**POLICY NO. 1A: GENERAL HIRING PRACTICES**

**APPROVED DATE:** January 11/05  
**By-Law No. 01-2005**

**REVISION DATE:**

**Purpose:**

To affirm the Town's policy regarding employment of staff.

**Policy:**

The Town of Bancroft seeks to employ the most competent persons available in all positions. To that end, we search for candidates both inside and outside the organization as outlined in the Recruitment Process below. It is our policy to encourage qualified internal candidates to apply for vacancies. Selections are based on skill, ability, experience, qualifications and suitability for the work to be performed.

In accordance with the provisions of the Ontario *Human Rights Code*, the Municipality will not permit discrimination against applicants or employees on the basis of race, creed, colour, age, sex, union membership, ancestry, marital status, record of offences, place of origin, ethnic origin, handicap and family status.

For those positions covered by the collective agreement, the procedure outlined in that document will apply to bargaining unit positions, augmented, where possible, by this Policy.

The Town will endeavour to provide working conditions and an atmosphere that will encourage staff to contribute and develop to their fullest.

## **POLICY NO. 1B: RECRUITMENT PROCEDURE**

**APPROVED DATE: January 11/05**

**REVISION DATE:**

### **Policy:**

The Town recognizes that its fundamental strength and future growth depends directly upon its human resources. As such, the Town endeavours to ensure an effective and consistent method for recruiting and selecting personnel. The recruitment and selection of employees is the responsibility of the Chief Administrative Officer/Clerk and will be based on a well-defined and fair process.

### **Procedure:**

Subject to the conditions contained in the collective agreement for bargaining unit positions, individuals will be recruited and selected using the following procedures:

1. An up-to-date job description will be prepared for the position in question and will be available upon request by potential candidates.
2. The job description will identify critical job tasks and outline the experience, knowledge and skills required to execute successfully the job duties and responsibilities.
3. The position requirements of experience, knowledge, skills and aptitude will form the basis for the initial screening and assessment of candidates.
4. The knowledge and skill requirements will form the basis of performance objectives and appraisals.
5. All vacancies approved by Council will be advertised internally and, if necessary, externally. Advertisements or job postings will be placed in appropriate media as determined by the Chief Administrative Officer/Clerk. The advertisement should state the position title, hours of work, duties, qualifications and experience required.
6. Employees interested in applying for the advertised vacant position must submit, to the Chief Administrative Officer/Clerk, an application in the form required (see form R.S. #1). Persons interested in employment with the Town shall submit an employment application/resume to the Chief Administrative Officer/Clerk.
7. The Chief Administrative Officer/Clerk will review all applications for compliance with the posted requirements. The hiring of an employee into a position with senior administrative responsibility (i.e. Chief Administrative Officer/Clerk, Director of Finance/Treasurer, Fire Chief and Public Works Superintendent) requires, for the purposes of interviewing and final selection, that the Chief Administrative Officer/Clerk, as appropriate, and two (2) Council members review the applications and prepare a short list the applicants to a suitable number.

8. The Chief Administrative Officer/Clerk will draft a short list of candidates to be granted a personal interview.
9. The Chief Administrative Officer/Clerk may establish a selection committee, composed of persons with sufficient knowledge to judge each candidate's experience and skill against the requirements of the position, or seek out such advice as necessary to facilitate the decision-making process.
10. The selection process shall endeavor to select, from among the applicants, the candidate that meets the qualifications and requirements of the position. Qualified internal employees who apply in writing for a vacancy shall be given first consideration.
11. The Chief Administrative Officer/Clerk, or members of the selection committee, as appropriate, will develop interview questions and utilize a clear and consistent criteria for the interview structure and a weighted scoring system for rating candidates.
12. For internal candidates, the Chief Administrative Officer/Clerk shall consider all applications for a position on the basis of the applicant's ability, qualifications, suitability for the work to be performed, and then to length of service with the Town or in a related field. In the event that two candidates are relatively equal in skill, ability, qualifications, and suitability, seniority shall prevail. The Chief Administrative Officer/Clerk shall make a recommendation to Council for their due consideration. However, nothing contained herein shall be construed to prevent the hiring of a person from outside of the service of the Town, if in the opinion of the Chief Administrative Officer/Clerk/selection committee a more suitable applicant is available.
13. The Chief Administrative Officer/Clerk will arrange an interview schedule.
14. At the end of the interview, the candidate will be asked for their references and their permission to contact these references will be obtained (see form R.S. # 1).
15. Final selection of a senior administrative employee (i.e. Chief Administrative Officer/Clerk, Director of Finance/Treasurer, Fire Chief and Public Works Superintendent) shall be made by Council as a Committee of the Whole and, if appropriate, the Chief Administrative Officer/Clerk.
16. After the appropriate candidate has been selected but before an offer of employment is made, references will be sought. The Chief Administrative Officer/Clerk will make a verbal offer of employment, confirming salary and hours to the successful candidate. The Chief Administrative Officer/Clerk will send a written offer of employment confirming the terms of employment.
17. After an offer of employment has been accepted in writing by the selected candidate, all unsuccessful candidates who were interviewed will be notified by letter or telephone by the Chief Administrative Officer/Clerk.

**POLICY NO 1C:           HIRING RELATIVES**

**APPROVED DATE: January 11, 2005**

**REVISION DATE:**

**Purpose:**

In accordance with the requirements of the *Municipal Act*, as amended, the purpose of this policy is to clarify the hiring of family members and other relatives within the Town.

**Philosophy:**

It is recognized that the hiring of a Council member or a close relative of employees of the Town or a Council member may place current staff and members of Council into a potential conflict of interest as it relates to that employment relationship.

**Policy:**

In accordance with this philosophy, close relatives of employees or members of Council, as defined below, will not be hired into positions within the Town where they will be supervised by, or will supervise, that relative. Further, except for contract or temporary positions of less than three (3) months duration, close relatives of the Chief Administrative Officer/Clerk will not be hired into positions at the Town.

Council members may not apply for employment within the Town, unless they first resign from the Council. Further, close relatives of Council members will not be hired into positions with a term of greater than three (3) months, unless the Council member agrees to resign his/her Council membership within the first three (3) months of that employment.

For the purposes of this policy, in accordance with s. 24 (1)(d) of the Ontario *Human Rights Code* , “close relative” is defined as meaning “parent, child, spouse or same-sex partner”.

**APPLICATION FOR EMPLOYMENT**

Date \_\_\_\_\_ Date available \_\_\_\_\_

**PERSONAL DATA**

Last Name \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Bus. Telephone No. \_\_\_\_\_

Are you legally eligible to work in Canada? Yes  No

Are you between 18 and 65 years of age? Yes  No

Do you have a valid driver's licence? Yes  No  Class \_\_\_\_

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including voluntary work, as well as employment history. Additional information may be attached on a separate sheet.

**EDUCATION**

<b>SECONDARY SCHOOL</b>	<b>BUSINESS, TRADE OR TECHNICAL SCHOOL</b>
Highest level completed:	Name of Course: Length of Course:
Certificate or diploma received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Licence, certificate or diploma awarded? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>COMMUNITY COLLEGE</b>	<b>UNIVERSITY</b>
Name of Program:  Length of Program: Diploma received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Major Subject: Length of Course: Degree Awarded: Yes <input type="checkbox"/> Pass <input type="checkbox"/> No <input type="checkbox"/> Honours <input type="checkbox"/>
<b>OTHER COURSES, WORKSHOPS, SEMINARS:</b>	<b>LICENCES, CERTIFICATES, DEGREES:</b>

Describe any of your work related skills, experience, or training that relate to the position being applied for:

**EMPLOYMENT**

1. Name & address of present/last employer:	Present/last job title:
	Name of Supervisor:
Type of Business:	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:
Duties/Responsibilities:	

2. Name & address of previous employer:	Previous job title:
	Name of Supervisor:
Type of Business:	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:
Duties/Responsibilities:	

3. Name & address of previous employer:	Previous job title:
	Name of Supervisor:
Type of Business:	Telephone:
	Period of Employment: From _____ To _____
	Reason for Leaving:
Duties/Responsibilities:	

For references, may we approach:

Your present/last employer? Yes  No

Your former employers? Yes  No

List references, if different from above, on a separate sheet.

Activities (civic, athletic, etc.)

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Have you attached: - an additional sheet?  Yes  No  
 - a resume?  Yes  No

***Proposed Reference Check Document***

REFERENCE CHECKS – SUMMARY	
Who:	
Comments:	
Conclusion: _____ Do not Hire _____ Hire Start Date: _____	
Who:	
Comments:	
Conclusion: _____ Do not Hire _____ Hire Start Date: _____	
Who:	
Comments:	
Conclusion: _____ Do not Hire _____ Hire Start Date: _____	

***Draft Employment Offer Letter on Bancroft Letterhead***

Date:

Dear

We are pleased to offer you the position of --- with the Town of Bancroft, effective —.

The following terms of **temporary/permanent** employment will apply:

*Position Title:*

*Job Description:* attached

*Effective Date:*

*Hours per week:*

*Vacation:* as specified in the personnel policies of the Town of Bancroft

*Salary:* \$ paid on the 15th and 30th of the month ***or bi-weekly. Reflect the Town's pay practices here.***

*Probation:* ***Six (6) months worked***

*Benefits:* as required in the ***Employment Standards Act*** and, ***if applicable***, as specified in the personnel policies of the Corporation of the Town of Bancroft. ***Eligibility for coverage will be in accordance with the details contained in the plan documents.***

*Performance Review:* during the probationary period, at month 2, 4 and 6 a review of the individual's performance will be conducted by his/her supervisor. After the successful completion of the probationary period, at least annually, performance reviews will be conducted by the employee's supervisor.

*Termination:* either party may terminate the agreement in accordance with the provisions of the ***Employment Standards Act***. However, in cases of poor performance, misconduct, negligence or any other behaviour harmful to the interests of the Corporation of the Town of Bancroft, termination will be for cause and with no notice required.

*Other Terms:* other terms and conditions as set out in the Corporation of the Town of Bancroft personnel policies and procedures.

Please acknowledge that you accept and agree to abide by the terms and conditions as set out in this letter by signing and returning one copy of this letter to the Town of Bancroft.

Yours truly

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date