

BY-LAW NO. 27-2006

THE CORPORATION OF THE COUNTY OF FRONTENAC

A By-law to Amend By-law No. 32-2004 (A By-law to Adopt a Policy to Govern the Hiring of Employees by the Corporation of the County of Frontenac)

WHEREAS Section 270(1) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, states that prior to January 1, 2005, a municipality and a local board shall adopt policies with respect to the hiring of its employees, including policies with respect to,

- (a) the hiring of relatives of a member of council or local board, as the case may be;
- (b) the hiring of relatives of existing employees of the municipality or local board, as the case may be; and
- (c) any other prescribed matter.

AND WHEREAS the Council of the County of Frontenac adopted By-law No. 32-2004 on the 17th day of November, 2004, being a by-law to adopt a Hiring Policy in order to conform to the requirements of the new *Municipal Act, 2001, S.O. 2001, c.25, as amended*;

AND WHEREAS By-law No. 32-2004 is required to be amended to reflect changes in the organization that resulted from the Administrative Organizational Review which County Council accepted on March 30, 2006;


NOW THEREFORE the Corporation of the County of Frontenac hereby amends By-law No. 32-2004 as follows:

1. That Schedule "A" to By-law No. 32-2004 be replaced with the Human Resources Recruitment Policy attached hereto to this by-law.
2. That all other by-laws or provisions conflicting with this by-law are hereby repealed.
3. This by-law shall come into force and take effect as of the final passing thereof.

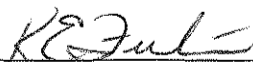
Read a First and Second Time this 20th day of September, 2006.

Read a Third Time and Finally Passed this 20th day of September, 2006.

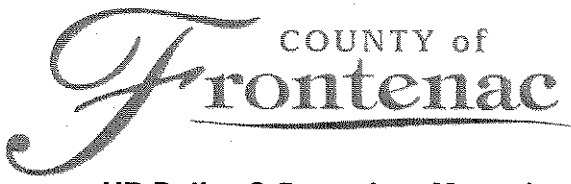
The Corporation of the County of Frontenac



Bill Lake, Warden



K. Elizabeth Fulton, Clerk



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Policy: The County of Frontenac adopts the following procedures for hiring to facilitate consistent and fair hiring practices. These procedures may only be bypassed where the operational or staffing needs of the County so require and where the Chief Administrative Officer grants approval. The County reserves the right to appoint, on a temporary or permanent basis, employees to managerial or supervisory positions.

This policy applies to all Members of Council, departments, divisions or sections within the County and applies to the hiring of all employees.

The County 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, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability, as defined in the *Human Rights Code*, subject to requirements, qualifications or factors that are reasonable and *bona fide* in the circumstances.

Objective: The County's objective is always to hire the best qualified applicant. The selection process will be based on a number of factors, including qualifications, education, experience, skill, training, suitability and ability to perform the work.

Procedure: This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement.

INTERNAL SEARCH

It is the County's policy to attempt to fill vacancies by promoting qualified employees from within the organization.

No employee shall be promoted without his/her consent.

Employees accepting a promotion offer may be required to serve a six (6) month probationary period.

EXTERNAL SEARCH

Positions that cannot be filled internally will be eligible for the County's external search procedures.

The Department Head and the Chief Administrative Officer will determine the composition of a suitable advertisement, the market to be pursued and the carrier. All advertisements will include the County's logo and the statements "*An Equal Opportunity Employer*", "*Only Those Applicants Selected for an Interview will be Contacted*" and "Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection." All advertisements will carry a job reference number and applicants will be required to complete a County job application for



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submission with their resume. All County of Frontenac external competitions will be posted on the County's website (www.frontenacounty.ca).

All casual and seasonal positions will be posted publicly using the resources available to the County.

Senior management positions shall not require a reference number nor is an application necessary.

Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the CAO.

An external applicant or current employee will be considered for hiring or promotion in a department in which a relative of that person is a supervisor, or in circumstances where a relative of that person may be supervised by the applicant only after review by the Chief Administrative Officer. The circumstances and other relevant information will be fully investigated and provisions may be put into place as necessary.

For the purpose of this policy, a 'relative' is defined as a spouse, same-sex partner, child, step-child, parent or step-parent of an employee.

Administrative Services staff or Department Head will screen all applicants and develop a short list of qualified candidates. Only applicants meeting the position's qualifications will be placed on the short list for further consideration. The County reserves the right to waive qualifications as it deems appropriate.

Interviews for (1) non-union positions will be conducted by at least a three (3) member panel and (2) unionized positions will be conducted by at a least two (2) member panel chosen by the Department Head and the Chief Administrative Officer. At least one member of the panel will be a manager or member of the department where the vacancy occurs. The Chief Administrative Officer reserves the right to substitute panel members where appropriate.

Panel members whose participation in an interview may result in a conflict of interest must disclose the details of the conflict of interest to the Chief Administrative Officer, who may then substitute the panel member.

A conflict of interest may include, but is not limited to, situations where a panel member's personal and/or business activities and interest may be perceived to be in conflict with those of the County.

From the short list of applicants, the Department Head will identify those candidates to be interviewed. Human Resources will schedule interviews with the selected candidates in consultation with the department head.



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All candidates interviewed will be required to provide, at the time of their interview, a list of three (3) references. A reference check will not be conducted without first obtaining the written authorization of the applicant.

Following the interview and selection of a preferred candidate, Administrative Services staff or the Department Head, or designate, will contact the references of the preferred candidate and report the results of the investigation to the department head before an offer of employment is made.

OFFER OF EMPLOYMENT

The Department Head, or designate, will make an offer of employment to the successful candidate. All offers will be conditional upon:

- a) provision of a valid Criminal Record Check which is acceptable and satisfactory to the County;
- b) successful completion of a pre-employment medical at the Hotel Dieu Occupational Health Department;
- c) provision of proof of any certification, registration, license, or training that may be required;
- d) any other considerations that may be appropriate.

Once the offer of employment has been accepted, and all conditions of employment have been met, the new employee will be referred for orientation.