

POLICY NO. 39

HIRING POLICY

Section A - Hiring Procedure

Job vacancies within the Municipality shall be filled according to this Policy in order to give as many residents of the Municipality the opportunity for employment as possible, within a practical and efficient hiring process.

1.0 Permanent Full Time and Permanent Part Time Employment

Permanent full time vacancies shall be advertised to current employees within the Municipality internally for a period of two weeks, and then, should no acceptable applicant be hired, externally, for a period of two weeks. The Municipality may advertise both internally and externally at the same time if deemed necessary to expedite the hiring process.

2.0 Casual and Summer Employment

Advertising may be done in the same manner as for Permanent Full Time Employment, or Council may choose other forms of advertising vacant positions and may delegate the interviewing and hiring of employees to Municipal Staff. When delegated to Municipal staff the requirements of the Hiring Committee shall be performed by staff.

2.1 Recreation Summer Staff Employment

- A. It shall be the policy of the Municipality of Barrington, through its Recreation Director, to make known publicly employment opportunities, and to invite applications and arrange for interviews for applicants who qualify. One of the qualifying factors, is the requirement that the applicant must be entering Grade 12 in the next subsequent school term, or be enrolled in a post secondary institution in the next subsequent school term. The deadline for applications for Day Camp Counselor positions shall be not later than the first week of May. Only those applicants who have been selected for an interview will be contacted. This will be stated in the advertisement for summer employees.
- B. In interviewing applicants, consideration shall be given, but not limited to, the applicant's qualifications, experience, future education plans and suitability for the position applied for.
- C. Certain positions may require travel to various work locations so therefore a condition of employment may require a valid drivers' license and daily use of an automobile. It shall be the responsibility of the employee at his/her expense to travel to and from their work location. Staff automobiles shall not be used for the transportation of program participants except in an emergency situation.

- D. In order to provide employment opportunity and work experience for as many students as possible students will normally be hired for only one year, no individual shall be hired for more than two (2) summers except when necessary to fulfill specific requirements of a grant and if no other qualified persons meet the same criteria as required by the grant guideline. The only other exception to the rule would be where no other individuals with the proper certification for aquatics apply, then those individuals who had previously been employed for two (2) years, may be hired for one or more additional years at the discretion of the Hiring Committee .
- E. When necessary, due to lack of qualified applicants, members doing the hiring may make exceptions as required.
- F. In recognition of the fact that the Municipal Swimming Pool require specially qualified staff, it shall be the intention of the Recreation Director to promote and encourage individuals to become qualified, not only for our particular pool but for the future opportunity it may make available to them.
- G. In order to recognize increased job responsibility, the CAO is authorized to supplement the salary of certain positions, but the amount shall be kept to a minimum and be subject to available funds in the Municipal Budget.
- H. Summer staff shall be supervised in the same manner as other municipal staff and they shall be expected to adhere to hours of work and be accountable and productive. The Recreation Director shall ensure that the goals and objectives for the summer programs and other work activities are clearly defined and progress supervised.
- I. Normal hours of work shall be 8:00 a.m. until 5:00 p.m. with a one (1) hour lunch break. Those staff directly responsible for noon hour supervision of young people who are unable to have a break shall work eight (8) hours straight. Weekend and evening work shall be considered part of the normal requirements of the job and time off equivalent to the actual overtime hours worked shall be given. Every effort shall be made to have the entitlement taken during the following work week so that accumulation will not take place.
- J. The Recreation Director shall personally direct activities and make certain that item (H) and (I) above are adhered to.
- K. Travel and purchases shall be closely monitored by the Recreation Director. Purchase orders shall be approved by the Director before being presented to the Municipal Clerk for approval. Summer supply requirements shall be planned in advance so that all necessary materials can be in inventory, thus reducing the number of purchase orders, travel and time.
- L. Weekly time slips shall be completed by all staff and certified as correct by the Recreation Director and filed with the Municipal Office and they shall be used for payroll purposes.

- M. The summer program shall not only provide benefit to the citizens of the Municipality, but shall be viewed as work experience for the students where they learn to manage time, work with limited financial resources, take instructions and get an appreciation of what is expected of them in the work place.

2.2 Casual Labour

- A. The Municipality shall hire casual labourers on an as needed basis.
- B. The Clerk/Treasurer shall compile a list of casual labourers to be used for various short term projects.
- C. Existing municipal employees may request to be added to the list of casual labourers.
- D. If required, the Clerk/Treasurer may place an advertisement in the Coast Guard Newspaper inviting applications for casual labourers.
- E. The Clerk/Treasurer is authorized to hire casual labourers as needed, to carry out specific jobs or projects.
- F. Annually, the cost of casual labour shall not exceed the amount allocated in the Municipal budget.
- G. The rate of pay may vary according to job requirements. The hourly wage will range from minimum wage to \$10.00 per hour. Vacation pay will be paid at the rate of 4%.
- H. Casual Labourers will not qualify for municipal benefits contained in the Personnel Policy.
- I. Casual labourers may be hired on more than one occasion during the year, but consecutive days of employment for any individual casual labourer shall not exceed 15 days.

3.0 Short Listing of Applicants

The Hiring Committee shall “short list” applicants to a reasonable number to be interviewed if it deems the number of applicants received for any position too many to interview. The forms provided as Appendix A shall be used for the “short listing” process.

4.0 References

At least one reference shall be checked for each successful applicant prior to hiring approval by Council.

Names of councillors and municipal employees are not to be used as references. Alternatives will be required.

5.0 Recommendations

Committee members must be present for all interviews in order to vote on any recommendation.

The rating of applicants is a guideline only and is not the only factor in determining recommendations.

Section B - Employee Interview Policy

It is the policy of the Municipality of The District of Barrington to use the “interview” as a component of the recruitment and selection process in assessing candidates for position vacancies.

1.0 Specific Objectives

The objectives of this policy are to:

- A. Ensure that interviews are conducted with each candidate selected through the “short-listing” process for vacant positions.
- B. Establish guidelines for the conduct of interviews.
- C. Ensure that all applicants are treated fairly and consistently in the interview process.
- D. Ensure that interviews with candidates are scheduled as closely as possible in order to provide for fairness, consistency and accuracy in the decision-making process.

2.0 Responsibilities

- A. Council shall review, amend and adopt changes to the Hiring Policy.
- B. The Clerk/Treasurer shall ensure that the Hiring Policy is applied as part of the recruitment and selection process.
- C. The Clerk/Treasurer shall recommend to Council changes to the Hiring Policy that are considered appropriate.

3.0 Provisions

General

For the position of Clerk/Treasurer the Council of the Municipality, or its designated committee, shall conduct the interview. Council may hire an external consultant as its designated committee to conduct the interview process and to make recommendations.

For all other positions a Hiring Committee shall be designated by Council to conduct the interview and evaluation process.

Hiring Committee

The Hiring Committee shall be comprised of no more than two (2) councillors appointed by Council, the Clerk/Treasurer, and the Department Head in which the employee is being hired.

The Hiring Committee shall recommend a candidate and an alternate, when available, for the vacant position.

4.0 Interview Format

Interviews shall be conducted consecutively to ensure an accurate comparison of candidates.

Interviews may be conducted by telephone in order to minimize travel expenses.

Interviews shall:

- Introduce themselves to the candidate.
- Inform the candidate of any relevant details of the position.
- Question the candidate about:
 - Education - academic achievement
 - Training - attainment of specialized skills of a technical, general, clerical, or professional nature
 - Experience - previous work history and skill development from job training
 - Physical Characteristics - physical health and fitness required by the job description
 - Personal Qualities - specific qualities required to fulfill the job description

The nature and number of questions will vary with the characteristics of the position.

Interviewers shall complete the Candidate's Evaluation during and/or after the interview, adding any relevant comments as necessary.

Following completion of the interviews the Candidate's Evaluations shall be summarized and totalled by the Clerk/Treasurer and the results provided to the interviewers.

5.0 Interview File

An Interview File shall be maintained for a period of two years following completion of the interviews, after which it shall be destroyed.

The Interview File shall contain all correspondence to the candidates, both successful and unsuccessful, Candidate's Evaluations, and all other notes, reports, letters and relevant materials.

A copy of all documentation respecting the successful candidate shall be transferred to the new employee's personnel file upon acceptance of employment.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members: January 28, 2013
Date of Passage of Policy: February 25, 2013

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date