

CORPORATION OF THE TOWNSHIP OF STRATHROY-CARADOC

SUBJECT:	HIRING PROCEDURE
POLICY TITLE:	HIRING POLICY
SCOPE:	ALL EMPLOYEES, EXCEPT EMPLOYEES OF STRATHROY-CARADOC POLICE SERVICES
APPROVED:	COUNCIL DECEMBER 6, 2004

PURPOSE:

To outline the procedure for all Township of Strathroy-Caradoc employment hiring, except employees of Strathroy-Caradoc Police Services.

POLICY:

1. To ensure that the Township of Strathroy-Caradoc selects the most qualified candidates and provides fairness in employment opportunities, the Township will follow this procedure in the hiring of employees, including the promotion of existing employees.
2. A job position may become available through the vacancy of an existing job position or by the creation of a new job position.
3. A job position may be either full time or part time (part time includes job share, seasonal, contract, casual, etc., but excluding the Township's volunteer firefighters, regardless of number of hours and frequency of work days).
4. The process in hiring will generally consist of the following steps:
 - i. Determination of a vacancy or pending vacancy of position or the need for a new position by the applicable Director and the Chief Administrative Officer (CAO);
 - ii. Management positions (CAO, Directors and Managers) will be referred to Council prior to promotion or posting of position;
 - iii. An internal posting shall be posted in accordance with the Township's 'Notice of Job Vacancy' policy;
 - iv. Vacant positions shall be advertised at least one time in the local newspaper and on the Township's website. Additional forms of advertising may be used at the determination of the Chief Administrative Officer, Directors, Managers or Council;
 - v. Establishing of a candidate selection panel to short-list, interview and make the hiring recommendation;
 - For the Chief Administrative Officer (CAO) position, the selection panel shall consist of the Mayor and two other persons designated or approved by Council.

- For Director positions the selection panel will consist of the CAO and at least two other persons designated or approved by Council;
 - For other positions the selection panel will consist of the applicable Director and at least one other person designated or approved by the CAO.
- vi. Requiring the submission of a resume and qualification, or an updated resume for promotion or internal posting;
 - vii. Testing candidates on their skills and knowledge as determined by the CAO and applicable Director;
 - viii. Interview(s) of candidate(s) by the selection panel;
 - ix. Scoring candidates in an unbiased manner on each step in the process;
 - x. Background and reference checks;
 - xi. Offer of position and employment.
5. All full time hiring is to be recommended by the Chief Administrative Officer and/or applicable Director and approved by Council prior to the commencement of employment outlining the particulars of the individual selected and the starting wage.
 6. Part time hiring is to be approved by the Chief Administrative Officer and applicable Director and reported to Council prior to the commencement of employment, or where time does not permit immediately following the commencement of employment, outlining the particulars of the individual and the starting wage.
 7. For union temporary positions, the Township may hire personnel in accordance with the respective union contract.
 8. Seasonal rehiring may be approved by the CAO and Director without the hiring process outlined in section 4 above, and the rehiring shall be reported to Council prior to commencement of employment, or as soon as possible thereafter.
 9. Under extenuating circumstances, the requirements of this policy may be waived at the discretion of the Chief Administrative Officer and/or Council.