

		POLICY
SECTION: HUMAN RESOURCES		NO: HR-RE-06
REFERENCE: RECRUITMENT	Date: March 25, 2024	
		Next Review Date: March 2026

TITLE: RECRUITMENT AND SELECTION

1.0 PURPOSE

- 1.1 The purpose of this policy is to set a clear, consistent, systemic and equitable approach to the recruitment and selection of employees at the City of Dryden ("the City"). This will help to create a diverse and qualified talent pool to support the City's current and future business needs.
- 1.2 Effective recruitment, selection and promotion practices optimize the efficiency of human resources and maximize the number of promotion and career development opportunities for existing employees.

2.0 POLICY STATEMENT

- 2.1 The City of Dryden is committed to a transparent and merit based selection in all its hiring decisions. All applicants are given an equal opportunity for employment in compliance with the provisions in the Ontario Human Rights Code, The Accessibility for Ontarians with Disabilities Act (AODA), and any other applicable legislation.
 - 2.2 The City's objective is to hire the best qualified applicant. The selection process will be based on qualifications, skills, training and the ability to perform the work.
 - 2.3 Whenever possible, recruitment and promotion shall be from within the Corporation's workforce providing that the employee meets the necessary qualifications and is identified as being the best candidate for the position. This will improve morale, give incentive to employees, and promote loyalty to the Corporation.
-

3.0 SCOPE

- 3.1 This policy applies to all permanent full time and part time City employees, including but not limited to: casual, term, students, and contract employees.
- 3.2 Limitations on recruitment activities for vacancies and new positions may occur during times of fiscal constraint.

4.0 RESPONSIBILITIES

- 4.1 The Chief Administrative Officer and the Manager of Human Resources (HR) are responsible to ensure:
- (a) That the guidelines set out in this policy are implemented and adhered to; and
 - (b) That all Department Managers and Supervisors are responsible for following the guidelines contained in this policy; and
 - (c) That support is provided to all Department Managers and Supervisors in determining workforce planning requirements and specific recruitment strategies to attract qualified candidates.

5.0 PRINCIPLES

- 5.1 The following principles shall apply to this policy:

Merit – all selections, appointments and promotions shall be based on consideration of merit and ability to perform effectively in a position. Hiring decisions will be free of nepotism as outlined in Nepotism HR-RE-03.

Objectivity – selection criteria shall be developed in an objective and non discriminatory manner and will be based on bona fide job related requirements.

Consistency – selection systems and procedures will ensure that all candidates are treated in a fair and consistent manner.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Equal Opportunity – All City recruitment practices and procedures must comply with the Ontario Human Rights Code. All internal and external candidates will receive equal treatment with respect to employment without discrimination.

Free From Discrimination - All applicant's or employee's age, ancestry, colour, body size, race, citizenship, ethnic origin, place of origin, creed, disability, family status marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), and sexual orientation shall not be considered a factor when hiring, assigning, upgrading, or promoting. Employment decisions are based solely on an individual's qualifications, competencies, skills, training, experience and overall ability to perform the work.

Accessibility – All City recruitment practices and procedures must comply with the A.O.D.A. Standards for developing, implementing and enforcing accessibility requirements to accommodate internal and external candidates who may have a disability. This includes advising job applicants of the availability of accommodations upon request and identifying and removing barriers that may exist for persons with disabilities who apply for City positions. Upon request, accommodations will be made available for all parts of the recruitment process.

6.0 VACANCIES

6.1 Replacement Positions:

The appropriate Department Manager or Supervisor may determine the ongoing need to refill an existing position that is vacant and provided in the current budget.

- 6.2 Positions which become vacant and are deemed by the Department Manager or Supervisor and supported by the Manager of Human Resources to be vital to the department's operation, will first present such rationale and when necessary, an updated job description to the Chief Administrative Officer (CAO) for review and approval.

6.3 New Positions:

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Newly created positions will be first reviewed and discussed with the Manager of Human Resources and then presented to the Chief Administrative Officer for review. Such presentation will include the rationale for such position, along with a job description, and any other pertinent information needed to substantiate the need for the position and budget approval.

- 6.4 The Department Manager and the Manager of Human Resources will develop the job description, setting out the purpose of the position, responsibilities, duties, reporting relationships, qualifications required, and working conditions. The Manager of Human Resources will evaluate and score the position under the existing Pay Equity Plan to determine the salary rate, or hourly rate as per the current collective agreement.
- 6.5 Upon approval from the CAO, a report will be provided to Council for formal approval.

7.0 POSTINGS

- 7.1 All positions will be posted using the following process:

Position	Status	Posting	Scope
CAO	Non-Union	Internal/External	As directed by Council
Manager/ Supervisor	Non-Union	As determined by CAO in consultation with the Manager of HR	To be determined in consultation with CAO and Manager of HR
Support Staff	Non-Union	As determined by Department Manager in consultation with the Manager of HR	To be determined in consultation with Department Manager and Manager of HR
IBEW Local 1730	Union	Internal as per the collective agreement or if no internal applicants exist, with permission may post externally.	Internal via email and Union boards.

- 7.2 All internal postings will be circulated via email and posted on common area bulletin boards, union boards and will include the following information:

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (a) Name/Title of position;
- (b) Summary of duties including reporting structure;
- (c) Necessary or required qualifications;
- (d) Hours/Days of Work;
- (e) Wage range or hourly rate;
- (f) Additional requirements (i.e. certifications, criminal background check, driver's abstract, etc.);
- (g) Process for applying;
- (h) Open/Closing date of posting; and,
- (i) Any A.O.D.A., Human Resources, DEI Statement or Freedom of Information language required to meet legislative requirements.

7.3 All external postings will be posted on the City of Dryden's website and will include the following information:

- (a) Name/Title of position;
- (b) Summary of duties including reporting structure;
- (c) Necessary or required qualifications;
- (d) Hours/Days of Work;
- (e) Wage range or hourly rate;
- (f) Additional requirements (i.e. certifications, criminal background check, driver's abstract, etc.);
- (g) Process for applying;
- (h) Open/Closing date of posting; and,

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (i) Any A.O.D.A., Human Resources, DEI Statement or Freedom of Information language required to meet legislative requirements.

8.0 APPLICATION SCREENING

- 8.1 Design of application (i.e. online form, career profile, or resume) will be determined by the applicable Management staff and the Manager of Human Resources.
- 8.2 All applications received will be reviewed by the Manager of Human Resources and applicable management staff, who will provide a list of qualified applicants for the Interview Team to interview.
- 8.3 Any member of the Interview Team who has a conflict with any of the applicants due to any perceived relationship shall excuse themselves from the interview process.

9.0 INTERVIEW PROCESS

- 9.1 The Manager of Human Resources or designate will advise specific applicants selected for an interview by telephone or email of the date, time and place of the interview.
- 9.2 The Interview Team may consist of three (3) members, except for student positions. The Manager of Human Resources may request approval from the CAO for an Interview Team of less than three (3) members depending on the circumstances (i.e. filling of position through the Union ranks).

Position	Interview Committee
CAO	As directed by Council
Manager/ Supervisor	To be determined by CAO and Manager of HR
Support Staff	To be determined by Department Manager and Manager of HR
IBEW Local 1730	To be determined by Department Manager and Manager of HR
Students	To be determined by Department

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

	Manager and Manager of HR.
--	----------------------------

- 9.3 The Human Resources Manager and the CAO and/or Department Manager shall determine the appropriate and applicable questions for the interviews.
- 9.4 The same questions and/or evaluation process must be used for each interview.
- 9.5 All members of the interview committee must be in attendance for all interviews.
- 9.6 The final selection must be made by consensus of the Interview Team. If consensus cannot be made, then the Manager of Human Resources will bring forward the interview process to the CAO (if applicable). It may be determined that second interviews are required.

10.0 REFERENCE CHECKS

- 10.1 Reference checks are conducted to obtain additional information or substantiate information concerning an applicant.
- 10.2 All reference checks will be completed by the Manager of Human Resources or designate prior to any offer of employment, unless the Manager of Human Resources deems it is not necessary.
- 10.3 Results of all reference checks will be communicated to the pertinent city managers and/or interview team.

11.0 APPROVAL

- 11.1 The following shall be the approval process for all hiring of employees at the City of Dryden:

Position	Approval
CAO	By- Law of Council
Manager/ Supervisor	By the CAO as signed off on the approval form with By-Law to be prepared and signed by Council for statutory positions upon recommendation of CAO

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Support Staff	By the CAO as signed off on the approval form
IBEW Local 1730	By the CAO as signed off on the approval form
Students	By Department Managers/Supervisors

12.0 CRIMINAL REFERENCE CHECK (CRC) and VULNERABLE SECTOR SCREENING

- 12.1 All prospective employees will be required to obtain an acceptable criminal reference check and/or vulnerable sector check as a condition of employment. The new recruit will not start employment until the criminal record check is complete and approved by the Manager of Human Resources.
- 12.2 All positions within the City require a criminal reference check, those positions that require a vulnerable sector check will be determined by the Manager of Human Resources and the CAO. A position requiring a vulnerable sector check, means those working with vulnerable persons. A vulnerable person is someone who is:
- in a position of dependence on others
 - at a greater risk than the general population of being harmed by a person in a position of authority or trust due to their age, a disability or other circumstances (temporary or permanent).
- 12.3 Any costs associated with the above will be the sole responsibility of the prospective employee.
- 12.4 Any written offer of employment is conditional upon successful completion of an acceptable criminal reference check and/or vulnerable sector screening.
- 12.5 The Manager of Human Resources will determine if a criminal reference check is required for students.

13.0 DRIVER'S ABSTRACT

- 13.1 Prospective employees who are expected to drive City vehicles will be required to obtain an uncertified driver's abstract as a condition of employment. The new recruit will not start employment until the driver's abstract is completed and approved by the Manager of Human Resources. Any applicant who has accumulated six (6) or more demerit points against their license shall not be considered for employment as per the City's Vehicle Operation Policy & Procedure HR-HS-09.
- 13.2 Any costs associated with the above will be the sole responsibility of the prospective employee.
- 13.3 Any written offer of employment is conditional upon successful completion of an uncertified driver's abstract.

14.0 RELOCATION EXPENSES

- 14.1 New employees in management positions or higher, may be eligible for relocation expenses if they reside more than a 100km radius outside of the City of Dryden, subject to the approval of the CAO/Council.
- 14.2 Up to three (3) credible quotes from moving companies must be submitted and reimbursement is limited to fifty percent (50%) of the lowest of the three (3) quotes to a maximum of \$5,000.00. The quote must reflect the individuals' and/or family's personal and household effects only.
- 14.3 Any variation to this article is referred to the CAO or Council for consideration.
- 14.4 Claims will be submitted through the Human Resources Department for reimbursement.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

15.0 INITIAL EMPLOYMENT

- 15.1 Acceptance or rejection of all offers of employment will be confirmed in writing for all positions and/or in accordance with the current collective agreement.
- 15.2 In the event the initial offer is declined, the interview team shall meet to decide if an offer is to be made to the next best applicant or if the position should be posted again.
- 15.3 If the same position becomes vacant during the first three (3) months of the placement, the interview team shall meet to decide if an offer is to be made to the next best applicant or if the position should be posted again.

16.0 OTHER RELATED POLICIES

- 16.1 This policy may be subject to, but not limited to the following policies and procedures:
- (a) Accessibility Standards for Customer Service Standard HR-AC-03;
 - (b) Integrated Accessibility Standards Policy – HR-AC-02;
 - (c) Code of Conduct – HR-CO-01;
 - (d) Probation Period – HR-PR-01;
 - (e) Orientation – HR-OR-01.;
 - (f) Nepotism - HR-RE-03;
 - (g) All City of Dryden Health and Safety Policies;
 - (h) All relevant Provincial and Federal legislation and regulations; and,
 - (i) Any other policies created to compliment the overall recruitment policy.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

17.0 REFERENCES

- 17.1 All references to legislation, including any portion thereof, City By-Laws or Corporate Policies and Procedures referenced or used in the development of this Policy should be interpreted to include and refer to the most current version, as may be amended from time to time or any subsequent replacement.

History			
Approval Date:	September 11, 2014	Approved by:	By-law 4233-2014
Amendment Date:	November, 2017	Approved by:	CAO Approval
Amendment Date:	October 8, 2020	Approved by:	CAO
Amendment Date:	March 25, 2024	Approved by:	By-law 2024-21
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.