

**THE CORPORATION OF THE
TOWNSHIP OF NAIRN AND HYMAN**



BY-LAW NUMBER 2004-26

**BEING A BY-LAW TO ESTABLISH A HIRING POLICY FOR THE
MUNICIPALITY**

WHEREAS Council deems it necessary to establish a hiring policy for the Corporation of the Township of Nairn and Hyman;

NOW THEREFORE the Corporation of the Township of Nairn and Hyman hereby enacts as follows:

PURPOSE

1. The purpose of this by-law is to define the criteria and procedures for recruiting, selecting and hiring employees.

POLICY STATEMENT

2. It is the policy of this municipality to hire the best qualified employees available for all positions. Vacancies are filled by promotion or transfer from within the municipality whenever possible. If a suitable candidate is not available from within, a new employee is recruited in accordance with the merit principle.

MERIT PRINCIPLE

3. The merit principle is defined as:

the knowledge and ability of the candidate to fulfill the requirements of the position.

DISCRIMINATION

4. The municipality will not discriminate against any person for reasons protected under the Human Rights Code, such as but not limited to age, sex, race, creed, color, marital status, ethnic or national origin, sexual preference, political or religious affiliation.
5. Persons with physical handicaps will be considered for employment on the basis of their capability for a particular position. Handicaps which do not interfere with performance shall not disqualify them if they do not constitute a hazard to the municipality or its employees.

PROCEDURE FOR ACTION

6. Where a vacancy occurs, as the result of resignation, promotion, transfer, or dismissal of an employee, or the creation of a new position, the Chief Administrative Officer will notify council.
7. The Chief Administrative Officer will post the position in accordance with the wishes of Council.

8. Applications received after the due date posted in the advertisement will not be considered.
9. The Interview Committee will normally be comprised of members of Council and the Chief Administrative Officer when interviewing for the following positions:
 - a) CAO, Clerk Treasurer or Assistant, Secretary, Department Heads and Assistant Department Heads and Summer Students.
 - b) Those not subject to an interview must be recommended by the Department Head.
 - c) All applications for employment must be copied to the appropriate Department Head.
10. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and Council within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications and only those chosen for an interview will be notified.
11. When the short list has been selected, the Chief Administrative Officer will conduct a check of the candidate's references, where required. Where new information presented dictates, the short list shall be amended.
12. Under normal circumstances, not more than four candidates will be interviewed for any position.
13. The Interview Committee will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
14. Following the completion of interviews, the Interview Committee will rank the candidates in order of ability to fulfill the requirements of the position.
15. Council shall authorize the Chief Administrative Officer to offer employment to a candidate.
16. The Chief Administrative Officer shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
17. The Chief Administrative Officer shall advise the unsuccessful candidates that were interviewed that they have not been selected.

NEPOTISM POLICY

18. It is the policy of the municipality to consider nepotism in the hiring and employment of an individual where there is a real or potential conflict of interest in employment.
19. An applicant for employment will not be hired, transferred or promoted to a position which would place such applicant in a direct supervisory/subordinate reporting relationship with a spouse, child or parent of the applicant or in a compromising position with the spouse, child or parent in financial or administrative matters. Similar provisions will apply where employees "become" related while in the service.
20. No elected official, appointed officer or employee of the Township of Nairn and Hyman shall attempt to directly influence the hiring of any applicant.

EFFECTIVE DATE

21. This by-law shall become effective upon the date of enactment.

READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 1ST DAY OF NOVEMBER, 2004.

REEVE

CLERK