POLICY STATEMENT

The City of Welland ("the City") is committed to transparent and merit based selection in all of 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.

The purpose of this policy is to set a consistent and equitable standard for the recruitment and selection of employees at the City. This will help to create a diverse and qualified talent pool to support the City's current and future business needs. 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.

INTENT

The recruitment and selection of all positions within the City shall be coordinated through the Human Resources department, which shall provide professional counsel and assistance to the hiring department which, unless otherwise specified and subject to the approval of the CAO, is solely responsible for the final hiring decision.

SCOPE OF THIS POLICY

Candidates are selected and employment decisions are made in accordance with the City's procedures, collective agreements, anti-nepotism policy as well as any other applicable City policies.

No elected officials, appointed officers or employees shall attempt to misuse their authority to influence or make a decision on the hiring, transfer, promotion, demotion or any other employment related decision of an applicant or current employee.

The City shall ensure internal equity and comply with all requirements of the the Ontario Pay Equity Act.


**Hiring Policy HUM-001-0003**

**PRINCIPLES**

**Merit** – All selections, appointments and promotions shall be based on considerations of merit, and ability to perform effectively in a position. Hiring decisions will be free of nepotism in accordance with the City’s Anti-Nepotism Policy.

**Objectivity** – Selection criteria shall be developed in an objective and non-discriminatory manner and must be based on bonafide job-related requirements.

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

**Equal Opportunity** – All City recruitment practices and procedures must comply with the *Ontario Human Rights Code*. All internal candidates and external candidates receive equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

**Accessibility** – All City recruitment practices and procedures must comply with the AODA requirements for developing, implementing and enforcing accessibility standards for Internal Candidates and External Candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities to apply for City of Welland positions; and if qualified, to participate in the interview process.

**RESPONSIBILITIES UNDER THIS POLICY**

**Human Resources**

- Develop employment policies, procedures, guidelines and tools which promote a fair and equitable process, and support the hiring manager or designate in making the best hiring decision possible.

- Ensure the principles in this Policy are abided by during the hiring process and that the hiring manager, or designate, is aware of and follows any associate procedures.

- Provide support to hiring manager, or designate, in determining workforce planning requirements and specific recruitment strategies to attract quality candidates.

- Ensure that all recruitment activities and staffing decisions comply with statutory requirements, collective agreements, and corporate policies and procedures.

- Participate in the recruitment process for all positions.

- Perform candidate screening based on pre-determined objective criteria.

- Work with the hiring manager, or designate, to ensure there is an up-to-date job description that outlines duties and qualifications.
Hiring Policy HUM-001-0003

- Post the position as per filling a vacancy procedures.

- Advise and support the hiring manager, or designate, so they are able to conduct a fair and equitable selection process, as per the principles of this policy, and in accordance with the relevant collective agreements, policies, procedures and legislation.

- Ensure the selected is consistent with the Anti-Nepotism policy.

- Extend an offer of employment to the successful candidate.

- Maintain documentation associated with all phases of selection process.

- Safeguard the privacy and confidentiality of candidate information.

Hiring Managers

- Review the job description, in consultation with Human Resources, to ensure it is still accurate in terms of duties and requisite qualifications.

- Review applications, in conjunction with Human Resources that meet the identified qualifications.

- Be aware of the employment related statutory requirements, collective agreements and corporate policies and procedures. Seek clarification from Human Resources, as required.

- Participate in the interview process, with Human Resources.

- Make the hiring decision, in consultation with Human Resources.

- Safeguard the privacy and confidentiality of candidate information.

Candidate:

- Carefully read the positions posted requirements.

- Complete an application as per the specified application process, meeting the closing date, and accurately and fully disclose all related information to allow for an objective determination of knowledge, skills and experience.

- Disclose any potential Conflict of Interests at the beginning of the selection process, in accordance with the Anti-Nepotism policy.

- Satisfy all employment conditions and provide proof of the qualifications, as identified on the posting.

- Consult with Human Resources to disclose and request accommodation, as required, if you have a disability.
• Safeguard and keep confidential any City related information disclosed during the recruitment process.

PROCEDURES

Employment Hiring Authority

The CAO shall have the authority to advise Council on performance and to recommend to Council the appointment, promotion, demotion, suspension, or dismissal of General Managers.

The CAO, in consultation with the appropriate General Manager and Human Resources, shall have the final authority to employ, promote, demote, suspend or dismiss an employee of the City below the rank of General Manager, and not covered by a collective agreement, and in accordance with all applicable employment legislation.

The CAO shall have the authority to, in consultation with the appropriate General Manager and Human Resources, appoint, employ, demote, suspend, and dismiss all other employees of the Corporation within approved staff complement levels, in accordance with the requirements of any/all affected collective agreements and all applicable employment legislation.

New Full Time Positions and Vacancies

All new Full Time positions must be approved by Council via the Budget Review Committee.

Vacancies, or perspective vacancies, for all non-union positions shall be approved by Council prior to filling the vacancy. All full time non-union vacancies shall be posted internally and externally concurrently.

Selection of Employee

The General Manager is responsible for all employees in their Department relative to appointments, evaluations, suspensions, promotions or dismissals.

Former City Employees

Former employees of the City of Welland who have left voluntarily, or through no fault of their own, and who make application for re-employment are to be given fair and equal consideration in any/all hiring processes.

Hiring of General Managers

Short listed applicants will be subject to employment investigations into their educational and work background and professional references. Only fully qualified applicants will be considered for employment.

The appointment of a General Manager, reporting directly to the CAO, is subject to the approval of Council and the selection procedure is as follows:

1. The Human Resources Department verbally advises the selected candidate of the Selection Committee’s recommendation to Council.
2. The Council, in closed session, decides on the Selection Committee’s recommendation.

3. A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.

4. A By-law is passed to either establish the position or appoint the successful candidate to the position, or both.

Hiring of All Other Staff
The appointment process for all other senior staff and all other employees is subject to the approval of the General Manager and the CAO, through an Employment Requisition Form. The Selection Committee shall include Human Resources staff and others as deemed appropriate, by Human Resources, for the vacancy being filled.

Items to be reviewed during the screening and short listing process include:

1. Written application and resume.

2. Preliminary interview using the most recent job description, job posting and discussion of all facets of the position.

3. Verification of professional references.

4. Testing procedures where necessary.

5. Pre-employment health examination to determine physical fitness for employment, where necessary.

COMPLIANCE
Any attempt to improperly influence a recruitment or selection decision will be reviewed by management and, if verified, result in appropriate disciplinary action.

Failure to comply with this policy and its associated procedures may result in appropriate disciplinary measures, up to and including termination of employment.

Candidates who do not comply with responsibilities listed above may be disqualified from the selection process.

REVIEW
The City will review this policy as necessary.