



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Hiring Policy	<b>Approval Date:</b> July 17, 2013	<b>By-Law No.</b> 1785-13
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### 3.1 PURPOSE

The Municipality of Red Lake has adopted the following Hiring Policy to ensure all applicants are fairly treated in this process and to prevent conflicts of interest. This policy will also avoid actions that have the potential to adversely affect safety, security and morale within the Municipality and to ensure the organization meets public expectations of conduct.

The Municipality will honor the Collective Bargaining Agreement (CBA) and Employment Contracts and/or Agreements that have or will be signed by the Municipality.

#### 1. EQUAL OPPORTUNITY EMPLOYER

The Municipality of Red Lake is an equal employment opportunity employer and all persons are entitled to employment opportunity with the Municipality, all individuals must be treated fairly, with respect and dignity, and without regard to Race, Ancestry, Place of Origin, National or Ethnic Origin, Citizenship, Colour, Age, Creed (Religion), Sex, Sexual Orientation, Gender Identity, Gender Expression, Marital Status, Family Status, Disability, Record of Offences, Conviction for which a pardon has been granted and not revoked, or any other basis prohibited by federal, local or provincial law. Unlawful discrimination is not tolerated, and all applicants will be given equal opportunity with respect to recruitment, employment, transfer, promotion, compensation, training, layoff, termination and benefits.

Employment opportunities shall be open to all qualified applicants on the basis of merit, ability, competence, experience, education, and satisfactory character, background and employment references. Job Postings as per the CBA will take precedence for unionized employees.

Advancement shall be based on an individual's achievements, performance ability, attitude and potential for promotion and includes length of employment with the Municipality.

It shall be the policy of the Municipality of Red Lake to follow the Collective Bargaining Agreement (CBA) for all unionized employees. Provisions that are not covered in the CBA are provided for in this policy. All non-union employees will follow this policy.

Job vacancies for all non-union positions including new positions or special circumstances will be set by Council.



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### 2. HIRING OF RELATIVES

Definition of Relative: spouse or same sex partner, common-law partner, parent, mother and father in-law, common-law mother and father in-law, same sex partner mother and father in-law, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild, a relative of the employee who is dependent on the employee for care or assistance.

Relative of employees presently in the employ or members of Council or Boards of the Municipality of Red Lake shall receive the same consideration as any other applicant. However there may be situations where it may not be in the best interest of the Municipality and/or the employee to employ a relative in the same department, particularly if there is a reporting relationship. Relatives are expected to declare a conflict of interest, withdraw from the process and shall not make hiring decisions about one another.

### 3. EMPLOYMENT CLASSIFICATION/PROBATION

Employment Classification(s) will be as per the CBA and as set by Council. Non-unionized employees hired to be full-time, regular part-time or summer positions are required to complete a probationary period. (The length of the probationary period is generally 90 consecutive days, but may vary depending on the complexity of the job.) If the employee has not been available to work the full probationary period or work performance has not met expectations the length of the probation may be extended solely at the discretion of the Municipality; probation for unionized employees will be as per the CBA.

Either party may terminate the employment relationship at any time during the initial probation period without advance notice, in which case there will be no continuing obligations of the parties to each other, financial or otherwise unless stipulated by *The Employment Standards Act*.

### 4. STUDENT EMPLOYMENT

It is the Municipality's policy to only hire one student from any one immediate family until jobs are filled. If insufficient applications are received to fill the available positions, then consideration will be given to hiring more than one person (student) per family.



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### 5. INTERVIEWING OF SUPERVISORY STAFF

It shall be the policy of the Municipality that the interview process for Supervisory Staff will be completed by Senior Staff with the assistance of Council and the Human Resources Manager (HRM), which will be the "Interview Committee". The HRM will complete the reference checks prior to the interviews and then schedule the interviews. The recommendation from the Interview Committee will then be brought forward to Council for approval.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per Council's direction.
2. Interview Committee to short list applicants.
3. HRM to complete reference checks and report back to the Interview Committee.
4. Interview Committee to set date and time for interviews.
5. HRM to set up interviews.
6. The applicant(s) chosen by the Interview Committee is to be recommended to Council for approval.
7. All applicants approved by Council will be subject to a Criminal Reference Check as per policy.

### 6. INTERVIEWING AND HIRING OF NON-SUPERVISORY STAFF AND HOURLY EMPLOYEES

It shall be the policy of the Municipality that the interview and hiring process for non-supervisory staff and hourly employees be completed by the Human Resources Manager (HRM) with the assistance of Senior Staff and/or Supervisor of the applicable department, which will be the "Interview and Hiring Committee". The HRM will complete the reference checks prior to the interviews and then set up the interviews that are to be completed. The CAO will approve the hiring as per the recommendation from the Interview Committee, with the individuals name being brought forward to Council for their information, at the next scheduled Council Meeting. The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per the HRM's direction.
2. Interview and Hiring Committee to short list applicants.



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3. HRM to complete reference checks and report back to the Interview and Hiring Committee.
4. HRM to set date and time for interviews.
5. HRM to set up interviews
6. If an applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.

### 7. INTERVIEWING AND HIRING OF CASUAL EMPLOYEES INCLUDING STUDENTS

It shall be the policy of the Corporation that the interview and hiring process for casual employees will be completed by the Human Resources Manager (HRM) and/or Department Head of the applicable department, which will be the "Interview and Hiring Committee". The Department Head or HRM will complete the reference checks prior to the interviews and then set up interviews that are to be completed.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per the HRM's direction.
2. Interview and Hiring Committee to short list applicants.
3. HRM or Department Head complete reference checks and report back to the Interview and Hiring Committee.
4. Interview and Hiring Committee to set date and time for interviews.
5. HRM or Department Head to set up interviews.
6. If applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council will be notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.



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### 8. INTEGRATED ACCESSIBILITY

It shall be the policy of the Corporation that the recruitment process for all municipal employees will comply with the Integrated Accessibility Standards.

The following steps will be followed to ensure compliance:

1. The Municipality will notify its employees and the public about availability of accommodations for applicants with disabilities in its recruitment process.
2. The Municipality will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
3. If a selected applicant requests an accommodation, the Municipality will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
4. When making offers of employment, the Municipality will notify the successful applicant of its policies for accommodating employee's with disabilities.