

TOWN OF LOCKEPORT  
POLICY STATEMENT

HIRING POLICY

Effective Date:  
July 11, 2011

Policy # GG – 004  
Revision Date:  
June 11, 2018

### **Objective**

The Town of Lockeport is committed to being an equal opportunity employer. The Town respects individual human rights, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights.

### **Section A – Hiring Procedure**

Job vacancies within the Town of Lockeport shall be filled according to this Policy.

### **Permanent Full time and Permanent Part Time Employment**

*Article 10 Section (3) of the Collective Agreement between International Brotherhood of Electrical Workers, Local 1928, and the Town of Lockeport states:*

*An Employee who has completed one (1) year of continuous service and who has not been laid off for more than nine (9) months, shall be given preference in filling new positions or vacancies provided that there is no other more senior employee already on lay off who has the skill, ability, experience and competency to immediately perform all the required functions of the new position or vacancy.*

In the event the position is not filled internally then the Town will advertise externally for a period of two weeks. The Town may advertise both internally and externally at the same time if deemed necessary to expedite the hiring process.

### **Minimum Age Requirement**

It shall be the practice of the Town of Lockeport to only consider applicants who meet a minimum age of sixteen (16) years at the time of hiring.

### **Casual and Summer Employment**

Advertising may be done in the same manner as for Permanent Full Time Employment, or Council may choose other forms of advertising vacant positions and may delegate the interviewing and hiring of employees to Municipal Staff. When delegated to Municipal Staff the requirements of the Hiring Committee shall be performed by staff and Committee members if available.

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**Recreation Summer Staff Employment**

(A) It shall be the policy of the Town of Lockeport, through its Community Coordinator, to make known publicly employment opportunities, and to invite applications and arrange for interviews for applicants who qualify. Only those applicants who have been selected for an interview will be contacted. This will be stated in the advertisement for summer employees.

(B) In interviewing applicants, consideration shall be given, but not limited to, the applicant's qualifications, experience, future education plans and suitability for the position applied for.

(C) Summer staff shall be supervised in the same manner as other Town staff and they shall be expected to adhere to hours of work and be accountable and productive. The Community Coordinator shall ensure that the goals and objectives for the summer programs and other work activities are clearly defined and progress supervised.

(D) Hours of work for summer positions will be established by the Community Coordinator.

(E) The Community Coordinator shall direct all activities of Recreation Summer Staff.

**Casual Labour**

(A) The Town shall hire casual labourers on an as needed basis.

(B) The Clerk/Treasurer is authorized to hire casual labourers as needed, to carry out specific jobs or projects.

**Short Listing of Applicants**

The Hiring Committee shall “short list” applicants to a reasonable number to be interviewed if it deems the number of applicants received for any position too many to interview.

**References**

At least one reference shall be checked for each successful applicant prior to hiring approval by Council.

Names of Councillors and Town employees are not to be used as references. Alternative will be required.

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**Recommendations**

Committee members must be present for all interviews in order to vote on any recommendation.

The rating of applicants is a guideline only and is not the only factor in determining recommendations.

**Section B – Employee Interview Policy**

It is the policy of the Town of Lockeport to use the “interview” as a component of the recruitment and selection process in assessing candidates for position vacancies.

**Specific Objectives**

The objectives of this policy are to:

- (A) Ensure that interviews are conducted with each candidate selected through the “short listing” process for vacant positions.
- (B) Establish guidelines for the conduct of interviews.
- (C) Ensure that all applicants are treated fairly and consistently in the interview process.
- (D) Ensure that interviews with candidates are scheduled as closely as possible in order to provide for fairness, consistency and accuracy in the decision-making process.

**Responsibilities**

- (A) Council shall review, amend and adopt changes to the Hiring Policy.
- (B) The Clerk/Treasurer shall ensure that the Hiring Policy is applied as part of the recruitment and selection process.
- (C) The Clerk/Treasurer shall recommend to Council changes to the Hiring Policy that are considered appropriate.

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## **Provisions**

### ***General***

For the position of Clerk/Treasurer the Council of the Town of Lockeport, or its designated committee, shall conduct the interview. Council may hire an external consultant as its designated committee to conduct the interview process and to make recommendations.

For all other positions a Hiring Committee shall be designated by Council to conduct the interview and evaluation process.

### ***Hiring Committee***

The Hiring Committee shall be comprised of the Clerk/Treasurer, the Department Head in which the employee is being hired, Committee Members and/or Town Council Members.

The Hiring Committee shall recommend a candidate and an alternate, when available, for the vacant position.

### **Interview Format**

Interviews shall be conducted consecutively to ensure an accurate comparison of candidates.

Interviews shall:

- Introduce themselves to the candidate.
- Inform the candidate of any relevant details of the position.
- Question the candidate about:
  - Education – academic achievement.
  - Training – attainment of specialized skills of a technical, general, clerical, or professional nature.
  - Experience – previous work history and skill development from job description.
  - Physical Characteristics – physical health and fitness required by the job description.
  - Personal Qualities – specific qualities required to fulfill the job description.

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The nature and number of questions will vary with the characteristics of the position.

Interviewers shall complete the Candidate's Evaluation during and/or after the interview, adding any relevant comments as necessary.

Following completion of the interviews the Candidate's Evaluations shall be summarized and totaled by the Clerk/Treasurer and the results provided to the interviewers.

**Interview File**

An Interview File shall be maintained for a period of two years following completion of the interviews, after which it shall be destroyed.

The Interview File shall contain all correspondence to the candidates, both successful and unsuccessful, Candidate's Evaluations and all other notes, reports, letters and relevant materials.

A copy of all documentation respecting the successful candidate shall be transferred to the new employee's personnel file upon acceptance of employment.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): June 4, 2018

Date of Passage of Current Policy: June 11, 2018

I certify that this Policy, with amendments, was adopted by Council as indicated above.

  
Town Clerk/Treasurer

June 11, 2018  
Date