



Governance Policy	
Section: Recruitment & Selection	
GP # HR-002 Policy on the Hiring and Termination of Township of Wilmot Employees	
Revision Date:	Issue Date: November 18, 2019
Approved by: Council	Review Date: November 18, 2024

PURPOSE

To ensure that the Township of Wilmot practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business.

The Township of Wilmot has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner, regardless of age, gender, ethnicity/race, sexual orientation, or any other social or personal characteristics.

SCOPE

This policy applies to the hiring of all positions for the Corporation of the Township of Wilmot.

DEFINITIONS

Full time employee

- An employee who fills a continuing full-time position with Township of Wilmot, and;
- Who is regularly scheduled to work 52 weeks of the year, including paid vacations and;
- Who works the normal full-time hours per week for their classification

Part time employee

- An employee who fills a continuing part-time position with Township of Wilmot, and;
- Who is regularly scheduled to work up to 52 weeks of the year, including vacations, and;
- Who works on a regular pre-determined basis less than the normal full-time hours per week for their classification

Contract employee

- Employment for a specific period of time and with specific terms of employment outlined in the employment contract. Contract employees may have full-time or part-time hours of work.

Relative

- In staffing matters, “relative” is deemed to include first degree family relationships such as a spouse (either through marriage or common law), same-sex partner, parent, sibling, child, step-parent, step-child, and second degree relationships which shall include, current in-laws, grandparent, grandchild, aunt, uncle, niece or nephew

STANDARDS AND PROCEDURES

GENERAL

The Township of Wilmot is an equal opportunity employer and every effort is made to make the recruitment process accessible to all qualified candidates. The Township will attempt to provide reasonable accommodation for known disabilities for an applicant or employee if requested.

Employment accommodations are assessed and delivered on an individual basis for applicants who make their needs known. Each situation must be considered individually in order to assess appropriate accommodations. Requests for employment accommodations will be dealt with quickly and effectively in order to ensure employees can fully participate in all aspects of employment and recruitment.

Individuals with disabilities will be accommodated in ways that respect their dignity, independence and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements

NEW POSITIONS

New positions must first be approved in the annual budget before any action is taken by the department towards posting and hiring.

Newly created positions will first be presented to the Corporate Leadership Team for review. Such presentation will include the Level of Service Staffing Request and completed HRF-010 Job Description.

Upon approval of the position by the Corporate Leadership Team, Human Resources will submit the approved Level of Service to an independent HR Consulting firm to perform a benchmark assessment on the proposed position, and recommend a compensation structure for the new position.

EXISTING POSITIONS / PROMOTIONS / TRANSFER

If an employee has completed their probationary period with the Township of Wilmot, they are eligible to apply for all internal job postings.

Any part time employee is eligible to apply for all internal job postings.

The Township will consider internal candidates prior to establishing interviews for applications from external candidates.

In order to be selected for an internal position, an employee must meet the same standard of qualification as external candidates.

POSTING REQUIREMENTS

The Human Resources Division will generate HRF-011 Job Posting, based on the criteria defined in the current Job Description. The posting will be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and its regulations.

All job postings will be posted internally for a period of five (5) business days and will be communicated via email from Human Resources.

In the event that internal applicants are not received, or if they do not meet the requirements set out in HR-001 Position Education and Experience Requirements, an external search will be conducted; this search may be concurrent to the internal posting timeline at the discretion of the Department Head.

HIRING OF RELATIVES

The Township will allow qualified family members to work at the Township of Wilmot, provided that they are in not a direct reporting relationship.

If employees marry or become members of the same household after becoming employed by the Township of Wilmot, they may continue their employment provided there is not:

- a direct or indirect reporting relationship between the two employees, or
- an actual conflict of interest, or the appearance of a conflict of interest.

If one of the above situations occurs, the Township of Wilmot will attempt to find a suitable position to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which one of them will resign.

SELECTION AND INTERVIEWS

The selection and interview process will be fair and equitable, and follow the procedures outlined in Interview and Screening Guideline(s) provided by Human Resources.

Human Resources will schedule interviews with the selected candidates.

Interviews will be conducted by a selection committee consisting of the hiring department head and/or their designate(s), and Human Resources.

All candidates to be interviewed will be required to provide, a list of three (3) references. Permission to contact references is required from the applicant. Applicants who are unable to furnish references will be disqualified.

Following the selection committee interview and selection of a preferred candidate, Human Resources will contact the references provided and report the results of the investigation to the hiring manager before any offer of employment.

Once a qualified candidate has been identified, the hiring manager, in conjunction with Human Resources, shall make the offer of employment to the successful candidate in writing, and upon acceptance, advise all other interviewees they were not successful. All correspondence and offers will be discussed with the CAO prior to issuance.

All positions shall have a minimum three (3) month probationary period except for contract positions, and may be extended at the discretion of the hiring department head and Human Resources. Contract positions will expire on the specified end date. An offer of permanent employment may occur at the end of a contract, subject to approval by the Department Head, and budgetary allocations.

The department head / Human Resources in conjunction with the Chief Administrative Officer will advise Council of filled positions for information purposes only.

FIRE DEPARTMENT

The Fire Chief / designate and Human Resources will prepare a recruitment package.

Information on the recruitment process will be advertised on a variety of physical and digital platforms, the Township of Wilmot website, and provided at an information session.

Applicants will be selected at the discretion of the Fire Chief.

DEPARTMENT HEADS / FIRE CHIEF

The hiring process for the positions of Department Head and Fire Chief shall be the responsibility of the Chief Administrative Officer, who may consult Council in the selection process.

CAO

The hiring process for the positions of Chief Administrative Officer shall be responsibility of Council. The interview panel will consist of the Mayor and two other members of Council.

TERMINATIONS

Voluntary

Voluntary terminations are due to voluntary resignation by the employee. In the event of a voluntary termination of employment, managers should attempt to retain the employee if it is in the best interests of The Township of Wilmot. If this is not possible, an exit interview will be conducted by Human Resources prior to their last day of employment and the findings will be communicated to the Department Supervisor / Manager / Director as needed.

All Resignations should be confirmed in writing by the employee and accepted in writing by the employee's department, in writing, as soon as possible after receipt. Employees should provide at minimum three (3) weeks' working notice when providing their resignation unless another amount has been established in their employment agreement.

Involuntary

Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the corporation. Involuntary terminations may be in the form of layoffs or dismissal with or without cause.

Job abandonment is a form of just-cause dismissal and refers to an employee's failure to report back to work after three consecutive business days missed without prior notice to a supervisor.

All dismissals with cause shall be done in consultation with Legal, and approved by the Department Head and CAO prior to dismissal.

Termination of employment will always be a last option. The Township of Wilmot will take an employee's service record and any issued HRF-009 Employee Coaching into consideration before any involuntary termination. Where possible, The Township of Wilmot will explore alternatives within the company before termination.

With the exception of termination of employment due to layoff, position elimination, lack of work, or other non-performance related rationale, if an employee is involuntarily terminated, they may not be eligible for rehire.

RESPONSIBILITIES

Supervisor/Manager/Director:

- Monitor and review Level of Service requirements for department/divisions
- Draft justification for Level of Service adjustments
- Draft job descriptions for new Levels of Service
- Participate on selection committee for hiring of new positions and replacement staffing

Manager of Human Resources / Health & Safety:

- Ensure all legal requirements under ESA, AODA are met through all aspects of the hiring and termination process

HR Consultant:

- Provide expert independent / third-party analysis and recommendations of the job evaluation and education / experience ratings for new positions

CAO:

- Provide final approval of the job evaluation and education and experience requirements for all positions

COMMUNICATION

This governance policy will be included within the Corporate Human Resources Program, for all staff to review and consult, as needed.

