

---

<b>POLICY TYPE:</b>	<b>Employment</b>
<b>POLICY TITLE:</b>	<b>Hiring Practices</b>
<b>POLICY #:</b>	<b>A3</b>
<b>POLICY APPROVED BY:</b>	<b>Chief Administrative Officer</b>
<b>EFFECTIVE DATE:</b>	<b>January 8, 2002</b>
<b>REVISED:</b>	<b>June 3, 2014</b>
<b>APPLICABLE TO:</b>	<b>All Employees</b>

---

## 1. Purpose:

- a) To convey the Municipality's continuing practice of non-discriminatory employment.
- b) To create and maintain a standardized means of recruiting employees

## 2. Policies:

- a) The Municipality of Clarington will only employ those who are legally eligible to work in Canada
- b) Human Rights Code
  - i. The Municipality of Clarington recognizes and adheres to the Ontario Human Rights Code, which prohibits the discrimination and harassment of existing employees, including the hiring of new personnel, on the grounds of race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, marital status, sex, sexual orientation, family status, handicap, record of offences (provincial offences, pardoned federal offences) and age (18 years and older).
- c) Employment of related persons:
  - i. Related persons shall mean two individuals who are related including such relationship as parent, spouse, children, siblings, in-laws and grandchildren.
  - ii. The Municipality will not favour or discriminate against any relatives of employees or elected officials who wish to seek employment or seek promotion with the organization.
  - iii. Employment or promotion will not be allowed if it creates a direct supervisory relationship involving the affected individuals who are related as defined above.
  - iv. Where a relationship occurs between two employees after employment that contravenes the foregoing policies, every reasonable effort will be given for placement of work for either one of the employees outside the supervisory control of the other.

## d) Recruitment Sources

- i. Any job opening shall be posted internally but can be advertised externally at the same time.
- ii. The following must be considered with respect to external postings:
  - Existing job applications on file with Human Resources
  - Existing temporary or part-time employees
  - Advertising in trade/professional journal
  - Municipal website and Intranet
- iii. All advertising requests must be specified on the Employee Requisition and must be approved by the Chief Administrative Officer.

## e) Content of Job Posting

- i. The Department Head is responsible for drafting the job postings for every position in his/her department
- ii. Each job posting must include the following:
  - Type of employment – full-time, temporary, union, etc.
  - Qualifications – education, experiences and any specific skills in accordance with information on current pay equity and evaluation
  - Duties and responsibilities
  - Use of a vehicle, if applicable
  - CPIC checks or Driver's Abstract
  - Duration of employment, if applicable
  - Reporting relationship
  - Wage grade or salary range
  - Benefits, if applicable
  - Testing and minimum scoring, if applicable
  - Work schedule, if applicable
  - Closing date of application

## 3. Procedures:

### a) Recruitment Process

- i. The Department Head shall complete and submit an employee requisition form and a job posting to the Chief Administrative Officer.
- ii. Upon approval by the Chief Administrative Officer, the Human Resources Division will post and/or advertise the vacant position and shall receive all applications.
- iii. All applications, including those that match the requirements of the positions that have been on file in the Human Resources office for the last three (3) months will be forwarded to the Department Head.

- 
- iv. The Department Head shall review and screen all applications, and select the qualified candidates for interview.

#### **4. Appendix:**

Employee Requisition Form