

	Title:	Hiring		
	Number:	HR – 005		
	Revision Date:	January, 2021	Approved by:	Council
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1.0 Purpose and Scope

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 Candidates are selected and employment decisions are made in accordance with the City's policies, procedures, collective agreements, and any other applicable City policies.
- 1.5 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.
- 1.6 The City shall ensure internal equity and comply with all requirements of the Ontario Pay Equity Act.

2.0 Responsibilities

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

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- 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.
- Post the position in accordance with 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 selection process is consistent with the Anti-Nepotism principles, as outlined in this 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.

2.2 Hiring Managers

- Review the job description, in consultation with Human Resources, to ensure it is accurate in terms of duties and requisite qualifications.
- Review applications that meet the identified qualifications, as identified by Human Resources.
- 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.

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2.3 Candidate:

- Carefully read the posted job description for the available position.
- 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, skill and experience.
- Disclose any potential conflict of interest at the beginning of the selection process, in accordance with the Anti-Nepotism principles outlined in this 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, if required.
- Safeguard and keep confidential any City related information disclosed during the recruitment process.

3.0 Principles

3.1 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 terms of this Policy.

3.2 Objectivity

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

3.3 Consistency

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

3.4 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.

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3.5 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.

4.0 Procedures

4.1 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 Directors.
- The CAO, in consultation with the appropriate Director and Human Resources, shall have the final authority to employ, promote, demote, suspend or dismiss an employee of the City below the rank of Director 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 Director 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

4.2 New Full Time Positions and Vacancies

- All new full-time positions must be approved by Council via the Budget Review Committee.
- All full-time, non-union vacancies shall be posted internally and externally concurrently.

4.3 Selection of Employee

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

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4.4 Former City Employees

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

4.5 Hiring of Directors

- 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 Director, reporting directly to the CAO, is subject to the approval of Council and the selection procedure is as follows:
 - The Human Resources Department verbally advises the selected candidate of the Selection Committee's recommendation to Council.
 - Council, in closed session, decides on the Selection Committee's recommendation.
 - A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.
 - A By-law is passed to either establish the position or appoint the successful candidate to the position, or both.

4.6 Hiring of All Other Staff

- The appointment process for all other senior staff and all other employees is subject to the approval of the Director 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:
 - Written application and resume.
 - Preliminary interview using the most recent job description, job posting and discussion of all facets of the position.
 - Verification of professional references.
 - Testing procedures where necessary.
 - Pre-employment health examination to determine physical fitness for employment, where necessary.

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4.7 Anti-Nepotism

The purpose of this section is to ensure that employment related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on family member or significant social relationships. At the same time, it is recognized that existing family members and significant social relationships with City employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment at the City.

The hiring process is intended to promote equitable opportunity. Candidates are selected and employment decisions are made in accordance with this policy, collective agreements, as well as any other applicable City policies or legislation.

In accordance with S. 24 (1) (d) of the Ontario Human Rights Code the right under section 5 to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee.

No employee shall attempt to use a family or significant social relationship for his or her personal benefit or gain. This includes an employee misusing their authority to influence or make an employment related decision. Employment related decisions where a benefit may be gained, or authority may be misused include but are not limited to the following;

- the approval/denial of compensation increases;
- hire, transfer, promotion, demotion decisions;
- performance rating, discipline or termination;
- the assignment and approval of overtime;
- the assignment or direction of work assignments;
- approval of leaves of absences;
- the negotiation of salary level.

No employee shall attempt to improperly influence a recruitment or selection decision to benefit a family member or someone with whom they have a significant social relationship.

All job applicants will be requested to disclose the names of any spouse, child or parent who is a current employee or elected official of the City. Job applicants will be asked whether they are aware of any family or significant social relationships currently working as a City employee or elected official by disclosing a "yes" or "no" response. With the exception of a spouse, child, or parent relationship, applicants will not be requested to provide the names of any other family member or

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significant social relationships, in accordance with the Ontario Human Rights Code.

A spouse, child or parent of a current City employee or City elected official shall not be considered for employment, or changes in employment, if placement would create a direct reporting relationship with the above-mentioned family members.

No employee shall be in a direct reporting relationship; or be placed in a position of influence over an employed family member or significant social relationship.

Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting relationship exists between such employees. If there is a direct reporting relationship the City will attempt to find a suitable job to transfer one of the affected employees. If the City is unable to transfer the employee or the employee is unable to find alternative employment, then a decision will be made, in consultation with Human Resources, as to appropriate next steps.

Family members of City employees and City elected officials will be considered for employment or advancement provided they;

- have made application in accordance with established procedure;
- have been considered in accordance with established procedure;
- possess the necessary qualifications; and
- are considered to be the most suitable candidate.

5.0 Compliance

- 5.1 Any attempt to improperly influence a recruitment or selection decision will be reviewed by management and, if verified, result in appropriate disciplinary action.
- 5.2 Failure to comply with this policy and its associated procedures may result in disciplinary measures, up to and including termination of employment.
- 5.3 Candidates who do not comply with responsibilities listed above may be disqualified from the selection process.

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Revision History

Date	Description of Change	Initials
January 26, 2021	<ul style="list-style-type: none"> Revision to Hiring Policy 	AD