



Hiring Policy

1. Purpose

To provide a fair, consistent and equitable practice of recruiting employees when required by the Municipality from qualified internal and/or external applicants.

2. Policy Scope

This Policy applies to all Township employees including but not limited to full-time, part-time, casual, temporary, student, volunteer firefighters and seasonal employees.

3. General Provisions

- a. It is the policy of the Township of Southgate to obtain the best-qualified personnel to fill any employment vacancy that arises within the Municipality.
- b. This hiring policy does not apply to department transfers of employees approved by the Department Head that are moving laterally within their work group where they remain in the same pay band.
- c. The Township will not discriminate against any person in the course of hiring process under the Protected Grounds of the Human Rights Code of Canada if aware or when made aware.
- d. If a selected applicant requests an accommodation for a disability during the hiring process, the Township shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.
- a. All new vacant positions will be reviewed by management and Council prior to starting any hiring process.
- b. If revisions are made to the position's existence, status and duties of the position based on the current needs of the organization, it will be brought to Council with a staff report recommendation.
- e. An applicant supplying inaccurate or misleading information may be subject to immediate termination from the hiring process and or their position.
- f. If an existing staff member applies for a contract (temporary) position, they have the right to return to their previous position once the contract is complete.

4. Definitions:

- a. **Immediate Relative** is one of the following:
 - Parent;
 - Spouse & children;
 - Sister & brother;
 - Sister-in-law, brother-in-law;
 - Father-in-law & mother-in-law; and
 - Son-in-law & daughter-in-law.
- b. **Spouse** shall mean the person to whom an employee is married or with whom the employee is living in a conjugal relationship outside marriage.

5. Job Descriptions

- a. All positions prior to hiring must have an approved job description.



- b. Job Descriptions must clearly define the hours of work, supervisor, scope of the position, key responsibilities, work experience and training requirements and expectations related to responsibility and work environment.
- c. The CAO and/or Human Resources and/or Department Head(s) will be responsible for:
 - i. Creating new job descriptions;
 - ii. Modifying existing job descriptions annually when required during the performance appraisal process; or
 - iii. Changing job descriptions when department tasks change, or a realignment of positions is required to realize efficiencies.
- d. New job descriptions and significant updates to job descriptions where compensation should be reviewed must follow the below process:
 - i. Take a draft to Council for approval to take to the Job Evaluation Committee (JEC);
 - ii. JEC to meet and finalize job description and recommend placement on the Employee Pay Grid;
 - iii. Approval by Council of the final job description and the placement of the position on the employee pay grid.

6. Recruitment Process

a. Internal Recruitment

- i. As part of the staff report process and if the Department Head feels an existing employee is qualified for the position, an internal hiring process may be considered. A meeting with the CAO and Southgate's Human Resources staff person and the Department Head is mandatory to review that the job vacancy complies with the following criteria:
 - Southgate's Hiring Policy;
 - Provincial Pay Equity legislation;
 - The employee(s) must be qualified for the job vacancy; and
 - The vacancy may be a promotion for the qualified employee(s) that if hired would result in a pay band increase and or increased hours of work.
- ii. The staff report will require Council approval to proceed to an internal hiring process only within the entire Southgate organization.
- iii. If Council does not approve an internal recommendation, staff will proceed with the internal and external recruitment process.
- iv. All internal job postings will be circulated to all departments within the Southgate organization, including the Fire Department volunteers who will be treated as internal employees for the purposes of the policy only.
- v. The job vacancy must be posted for a minimum period of five (5) business days.
- vi. Applicants must apply by submitting an updated resume and/or a Southgate Employment Application (Schedule A).
- vii. The Human Resources staff and/or the Department Head will schedule interviews with all qualified internal applicants.

b. Internal and External Recruitment

- i. Existing employees who serve the Township of Southgate in other employment positions and feel they have the necessary qualifications for any



posted job will have the opportunity and are urged to apply for posted positions.

- ii. Internal/External vacancies will be circulated to all departments within the Southgate organization and advertised externally at the same time.
- iii. The vacancy may be advertised externally by one or all of the following methods:
 - Local Media (newspapers)
 - Trade publications and websites such as Municipal World, AMCTO, etc.
 - The employment section of the municipality's web site
 - Social Media platforms
- iv. The method of advertising will be at the discretion of the CAO, Department Head and Human Resources staff.
- v. The vacancy will be advertised for a minimum of 14 calendar days.

c. Short Term Employee Recruitment

- i. When hiring casual, seasonal, temporary part-time or student positions the applicable Department Head will review resumes retained on file.
- ii. If the Department Head is not satisfied with the number or quality of the applicants on file, they may choose to advertise externally using the Internal and External Recruitment process above.

d. Fire Department Volunteer Recruitment

- i. The Dundalk Fire Department will follow the attached criteria document and application form, attached as "Schedule B".
- ii. An internal posting will be distributed to all departments as part of the process for hiring of a volunteer fire & emergency service personnel.
- iii. The vacancy may be advertised externally by one or all of the following methods:
 - Local Media (newspapers)
 - Trade publications and websites (for full time positions only).
 - The employment section of the municipality's web site
 - Social Media platforms
- iv. The method of advertising will be at the discretion of the Fire Chief.
- v. The vacancy will be advertised for a minimum of 14 calendar days.

7. Screening & Interview Process

a. Staff Employees

- i. Initial resume screening of applicants will be completed by the Department Head and/or Human Resources staff.
- ii. An initial interview, if required for external candidates would be conducted by at least 2 staff managers or as designated by the CAO.
- iii. All qualified internal candidates will proceed to the final interview stage with other pre-screened external candidates.
- iv. Final interviews will be conducted by a Hiring Committee, made up of not more than three four (4) people, being the CAO or a designate, Human Resources staff, the applicable Department Head and/or supervisor of the position that has some reporting responsibility.
- v. The committee will determine the eligibility of internal and/or external applicants during this interview process.



- vi. The final step in the interview process for the hiring committee would be to make a candidate recommendation to the department manager and Human Resources will proceed to complete the necessary reference checks.
- vii. Once the job offer has been signed, staff will bring a report to Council for information.
- b. **Short Term Employees**
 - i. Human Resources or a designate and the Department Head will conduct the interviews and make a hiring recommendation for the department's manager, then Human Resources will complete necessary checks prior to job offer.
- c. **Fire Department Volunteers**
 - i. The initial resume screening of all applicants will be completed by the Fire Chief, Human Resources and/or designates.
 - ii. Final interviews will be conducted by a hiring committee of a minimum of three (3) and a maximum of five (5), which includes the Fire Chief, the Deputy Chief or designate and Human Resources.
 - iii. The Dundalk Fire Department volunteers are exempt from the hiring relatives section of this policy and is left to the discretion of the hiring committee.
 - iv. Once a hiring decision is made, a letter of offer will be made by the Fire Chief. Once signed, the Fire Chief will take a report to Council for information.
- d. **Chief Administration Officer**
 - i. In the situation of recruiting a new CAO the whole of Council will constitute the Hiring Committee with the assistance of internal human resources staff and/or an external HR support consultant to manage the selection process.
- e. **Supervisor & Department Head Positions**
 - i. In the situation of recruiting a new Department Head position such as Clerk, Fire Chief, Building Official and Treasurer, there will be a hiring committee that will include the CAO, at least one (1) member of Council and human resource staff.
 - ii. The hiring committee will review the resumes, complete the interviews and make the hiring decision.
 - iii. Once the job offer has been signed, staff will bring a report to Council for information.

8. Insufficient Candidates

- a. If the hiring committee decides an insufficient number of candidates applied and or general concerns with the quality of applicants, it may be necessary to extend the deadline for applications.
- b. If required, one or all of the following steps may be taken:
 - i. Re-advertise in a wider area or a more focused industry recruitment effort;
 - ii. Retain the services of Employment Placement Agency to provide candidates for the position based on the job description requirements;
 - iii. Retain a recognized Hiring Consulting Firm for the selection process. The firm will make their recommendation to the Hiring Committee and or Council;
 - iv. Restart the interview process as outlined above.

9. Reference and Security Checks Requirements



- a. A minimum of three (3) reference checks (2 employment & 1 personal) should be acquired on successful candidates prior to an official job offer being presented. Reference checks will be completed by Human Resources staff and the results reviewed with the Hiring Committee prior to making offer to hire decision.
- b. The Township of Southgate as part of our hiring process requires all new employees to obtain a criminal records check.
- c. In addition, a Ministry of Transportation of Ontario drivers abstract may be required where applicable to the job requirements.
- d. These requirements will be at the expense of the new applicant and be included in the official job offer as a condition(s).

10. Official Job Offer

- a. Once a final decision has been made and references have been checked, a letter detailing the official job offer can be provided for final acceptance by the future employee.
- b. The details of the job offer must include:
 - i. Position title;
 - ii. Job Duties;
 - iii. Employment status (full vs. part time, hours per week, work hours and on call duties if applicable);
 - iv. Agreed to start date;
 - v. Supervisor;
 - vi. Work location;
 - vii. Rate of pay;
 - viii. Vacation pay;
 - ix. WSIB coverage;
 - x. Probationary period;
 - xi. Performance reviews;
 - xii. Requirement for Criminal Record Check (and Driver's abstract if required);
 - xiii. Township of Southgate Policies; and
 - xiv. Copy of job description.

11. Job Vacancies that are Not Replaced

- a. In the event that an existing part-time or full-time job becomes vacant permanently (due to downsizing, reduction in workload, efficiencies, etc.) or temporarily (due to authorized leave or to hold a position open for a 6 month appointment/promotion option to allow an employee to return to their previous job), management may:
 - i. Assign this workload or these hours to an existing part-time or full-time employee(s); or
 - ii. If necessary, hire a Casual Employee (up to 6 months) or a Temporary Contracted Employee (up to 18 months) with an identified end date.
- b. If staff recommend combining these hours or workload on a permanent basis to an existing part-time or full-time employee, the following is the appropriate process:
 - i. Make changes to the affected job description.
 - ii. Have the affected job description re-evaluated by the Job Evaluation Committee (JEC).



- iii. If the JEC evaluates the job description and no change to the job pay band is necessary, management may assign the workload to existing employee(s) within that department.
- iv. If the JEC recommends a change in the job pay band based on the amended job description Council approval will be required.
- v. The new position will go through an internal recruitment process only because of the reduction in staff level, for a period of not less than 5 business days and follow with an internal selection process.

12. Hiring Immediate Relatives and Family Members

The purpose of this section is to provide rules with respect to the hiring of family members of existing employees and members of Council to avoid conflicts of interest or the potential for creating an adverse effect on supervision, safety, security and morale. The guidelines to follow are:

- a. The immediate relatives (see definitions section above) of supervisory personnel shall not be employed where such employment would be within the same department.
- b. If employees marries or become members of the same household after being hired by Southgate, they may continue their employment as long as there is not:
 - i. Direct or indirect reporting between the 2 employees; or
 - ii. An actual conflict of interest exists.
- c. If one of the above situations occurs, Southgate will attempt to find a position to which one of the employees is qualified to perform and may transfer to. All employees affected by Section 12 of this policy shall understand when hired that if accommodations of this nature is not feasible, possible or satisfactory to the affected employees, the employees will be permitted to determine which one of them will resign.

13. Probation Period

- a. New employees shall be required to serve a probationary period of:
 - i. Full Time, permanent part time, casual, contract: six (6) months
 - ii. Seasonal: one (1) season (minimum three (3) months)
 - iii. Volunteer Firefighters: one (1) year
- b. Every effort will be made to help new employees adapt successfully to their new work environment.
- c. The probationary period also provides employees with the necessary time to become familiar with the Township and to evaluate whether or not they will be able to achieve their personal objectives with the Township.
- d. The Department Head shall prepare an "Employee Probation - Monthly Performance Report" (See Policy #17 - Performance Review Policy), hold a meeting with the employee to review performance and signoff of the form by the employee and manager.
- e. Following the completion of the required probationary period, the Department Head will prepare a full performance appraisal review with the employee to be reviewed by the CAO.
- f. Within that report, the Department Head will provide their recommendation to: 1) accept the employee; 2) terminate the employee; or 3) provide reasons to extend



the probationary period for an additional period (see Pay Administration Policy #16, "Pay Band Step Movement Eligibility").

- g. If an existing employee is promoted to another position, they will be required to serve a six (6) month probationary period and the Department Head must complete an "Employee Probation – Monthly Performance Report" (See Policy #17 – Performance Review Policy). If during or at the end of the six month probation period, it is decided by either the employee or the manager that they do not fit into the position, the employee will return to their previous position.



Position applied for or type of work sought:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student
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When are you available to start?:

Personal Information:			
Last name:	Given names:		
Address:	Phone:		
	E-mail:		
City	Province	Postal code	

Education: Proof of credentials may be required			
Secondary School	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If incomplete, grade completed:	Province, territory or country of educational institution:
Post Secondary			
Degree / Diploma	Year obtained	Field of study	

Other Relevant Educational Information: Proof of credentials may be required
Licences, certificates and professional accreditations:
Other applicable knowledge, skills and qualifications: (Driver's licence type, equipment operation, software, CPR, First Aid, etc.):



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Work Experience: (Optional, if you are attaching a resume that contains the information requested)

May we contact your present employer? Yes No
 May we contact your past employers? Yes No

Current or most recent employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:

Previous employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:

Previous employer:	From:	Month	Year	To:	Month	Year
	City:			Province:		

Job title(s):	Brief description of duties:



Other information:	
Are you:	<input type="checkbox"/> legally able to work in Canada?
	<input type="checkbox"/> willing to work overtime (if required)?
	<input type="checkbox"/> willing to work evenings (if required)?
	<input type="checkbox"/> willing to work weekends (if required)?
	<input type="checkbox"/> willing to provide a police check and driver's abstract (if required)?

Hobbies and Interests:

References:		
Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):
Name:	Title or relationship:	Contact information (phone / email):

I hereby certify that all information given in this application is true and complete. I understand that supplying false or incomplete information may be cause for immediate dismissal or other disciplinary action.

Signature

Date



TOWNSHIP OF SOUTHGATE: DUNDALK FIRE DEPARTMENT

Criteria for Eligibility

1. Must have complete physical examination and return the Recruit Medical Examination Form complete with the signature of a Medical Examiner indicating the candidate is physically capable of performing firefighting duties.
2. Must provide a current criminal background check upon request.
3. Must provide current drivers abstract.
4. Must pass a physical agility test.
5. Must hold a Class DZ licence or willing to acquire a Class DZ licence within the first two years of employment.
6. Must be willing to work in adverse conditions.
7. Must be willing to be on call 24 hours a day.
8. Must be able to work well with others.
9. Must participate in the department training program and enrol in the firefighter curriculum.
10. Must be willing to be on probation for a period of one year with quarterly performance appraisals.
11. Must attend a minimum of 35% of the alarms for the assigned station, 70% of the assigned duty checks and 70% of scheduled training.

I, the undersigned, have read, understand and accept the above minimum eligibility requirements for the position of Probationary Firefighter for the Dundalk Fire Department.

SIGNATURE

DATE