

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2007-215

**BEING A BY-LAW TO ADOPT THE
CORPORATE HIRING POLICIES**

WHEREAS section 270.(1)(2) of the *Municipal Act, 2001*, as amended, provides that every municipality shall adopt and maintain policies with respect to hiring of employees;

AND WHEREAS Council passed Resolution 2007-691 at its Meeting held on Monday, October 22, 2007, authorizing that the existing corporate policies for the hiring of employees and students be adopted.

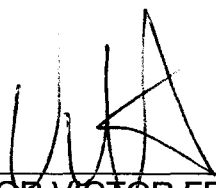
**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF
NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That the Corporate Hiring Policy 1-07 attached as Schedule "A" hereto is hereby adopted.
2. That the Student Hiring Policy 1-01 attached as Schedule "B" hereto is hereby adopted.
3. This by-law shall take force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 5TH DAY OF NOVEMBER, 2007.

READ A SECOND TIME IN OPEN COUNCIL THIS 5TH DAY OF NOVEMBER, 2007.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 5TH DAY OF NOVEMBER, 2007.



MAYOR VICTOR FEDELI



CITY CLERK CATHERINE CONRAD

The Corporation of the City of North Bay

HUMAN RESOURCES POLICY AND PROCEDURES	SECTION: I – EMPLOYMENT POLICIES
	APPROVED: APRIL 20, 2004
	SUBJECT: CORPORATE HIRING POLICY POLICY 1-07

POLICY

The City of North Bay is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status, disability or record of offences.

Employment decisions are based on an individual's qualifications and competencies focusing on skills, training and overall ability to perform the work.

PURPOSE

The purpose of this statement of policy and procedure is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

SCOPE

All Departments, Managers and Supervisors are responsible for following the guidelines outlined in this policy.

DEFINITION(S)

RELATIVE:

Any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of the employee, a member of Council or a member of a local Agency, Board or Commission or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee, member of Council or member of a local Agency, Board or Commission is similar to that of persons who are family members or are related by marriage.

ADMINISTRATIVE RESPONSIBILITIES

(A) MANAGER / SUPERVISOR

1. A hiring requisition must be completed, in full and with appropriate signed approval, and submitted to Human Resources in order to initiate a request for additional or replacement staff.
2. It will be the responsibility of the appropriate Managing Director or Manager/ Supervisor to ensure that the job description for the position to be filled is accurate and that Human Resources has been provided with a signed and dated copy where changes have been made. They will also provide a draft ad of the position to be filled and submit such to Human Resources for editing and posting.
3. Representatives from the hiring department will be available to participate in selection interviews and testing as it relates to positions in their area.
4. The hiring department will conduct reference checks for candidates identified as potential hires through the interview process, with the assistance of Human Resources where necessary.
5. The hiring department must ensure that the appropriate paperwork regarding new hires is submitted prior to the first day of work.
6. Once the Offer of Employment has been accepted, the Managing Director, Manager or Supervisor will contact the Human Resources Assistant to set up an appropriate time for the new employee to be documented and orientated. Orientation and documentation must occur on the first day that the employee commences employment.
7. It will be the Managing Director, Manager or Supervisor's responsibility to ensure that new employees receive worksite specific Health and Safety training and to ensure that they have received general Health and Safety training as well.
8. It will be the Managing Director, Manager or Supervisor's responsibility to ensure that new employees receive a proper orientation and adequate training in order to commence duties in their new position.

(B) HUMAN RESOURCES DEPARTMENT

1. The Human Resources Dept. will be responsible for resume file maintenance. Resumes will be kept active and on file for a period of three (3) months from the date received or last updated.
2. Human Resources may assist in the development of job ads where required and will be responsible for internal and external advertising of job postings.

3. The Human Resources Department will assist Managers / Supervisors in the development of interview questions and templates.
4. Human Resources will be available to participate in selection interviews at the Management / Supervisory level and may assist with other interviews where deemed necessary.
5. The Human Resources Department will be responsible for electronic data entry of all hiring information as well as maintenance of employee files.
6. All Offers of Employment and requests for Criminal Record Checks are to be generated through the Human Resources Department.
7. Human Resources will notify, in writing, all candidates who received an interview of their status in the competition.
8. Human Resources will be responsible for general new hire orientation and administration of benefits and pension plan. Human Resources is also responsible for new hire set-up in the payroll system.
9. General Health and Safety training for all employees will be coordinated through the Human Resources Department.

ADMINISTRATIVE PROCEDURES

(A) APPLICATION AND SELECTION PROCESS

1. The Corporation's objective is always to hire the most competent and qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.
2. All applicants must complete an application form and/or a resume and submit such to Human Resources outlining their qualifications and experience.
3. Upon receipt of a complete and approved Hiring Requisition, Human Resources will commence the recruitment competition for the specified position.
4. If there are no qualified internal candidates, Human Resources will proceed with the recruitment process by reviewing the current active resumes relating to the position and advertising externally if necessary. In the case of a Management position, the internal and external advertisements may run concurrently.
5. The applicable Department, in conjunction with Human Resources, will review all applications entered into the competition by the closing date and create a short list from which candidates will be selected for an interview.
6. Any candidate who deliberately misrepresents information at any stage during the recruitment process will be eliminated from the selection process and, if currently employed, may be subject to discipline.
7. All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.

8. Final candidates may be requested to complete employment tests deemed necessary to determine their skill, knowledge or ability to perform the job.
9. Consideration for entitlement to interview expenses for out of town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature must be approved by the Chief Administrative Officer.
10. Candidates being considered for hire shall provide proof of educational background, associated training and certificates as requested. A copy of the Provincial Statement of Driving Record may be requested once a conditional offer of employment has been made.
11. Once the interviews are complete and the successful candidate has been selected, Human Resources will contact the candidate and make a conditional offer of employment.
12. All new employees will be required to provide a copy of a current Criminal Record Check prior to commencing employment with the City. (Refer to Criminal Record Checks Policy). A current copy of their Provincial driving record may also be requested where it is a necessary qualification for the position applied for.
13. The costs associated to providing any of the aforementioned documentation shall be borne solely by the candidate.

(B) HIRING OF RELATIVES (see also Student Hiring Policy)

1. No employee, member of Council or member of a local Board will participate in the hiring or discipline of an employee to whom they are a relative.
2. It is the responsibility of employees, members of Council or members of local Boards and/or candidates for employment with The City of North Bay to declare whether other City employees are their relatives.
3. No employee, member of Council or member of a local Board may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
4. An employee cannot be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from the Managing Director. In instances where a conflict or the potential for a conflict arises, even where no supervisory relationship exists, the parties may be separated by reassignment.

The Corporation of The City of North Bay

HUMAN RESOURCES POLICIES AND PROCEDURES	SECTION I: EMPLOYMENT POLICIES
	APPROVED: APRIL 2, 2003
	SUBJECT: STUDENT HIRING POLICY POLICY 1-01

POLICY

The City of North Bay recognizes the desirability of providing employment and training opportunities for students. Students may be employed during school vacation periods.

PURPOSE

The purpose of this statement of Policy and Procedure is to provide a systematic, equitable approach to the hiring and retention of students at the City of North Bay.

SCOPE

This Policy and Procedure applies to all departments, employees and prospective employees of the Corporation.

DEFINITIONS

RELATIVE:

Any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee is similar to that of persons who are family members or are related by marriage.

STUDENT:

To be eligible for summer student employment with the City of North Bay, applicants must be attending an educational institution prior to the summer term, and be returning on a full-time basis for the coming school term. Proof of attendance may be required.

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ADMINISTRATIVE RESPONSIBILITIES

(A) HUMAN RESOURCES:

The Human Resources Department will be responsible for providing assistance to students inquiring and applying for positions. They will also be responsible for entering all hiring data in relation to students.

The Human Resources Department will be responsible for keeping current on the programs and funding available through various agencies as they relate to student wage subsidies.

Human Resources shall be responsible for distribution of the information and forms relating to summer wage subsidies and shall act as a liaison with the various agencies offering the subsidies.

Human Resources shall be available to participate in selection interviews and testing of candidates to assist in assessing their skills and abilities for a specific position.

The Human Resources Department shall be responsible for entering all hiring information and maintenance of employee files.

Generic Health and Safety training for all students shall be coordinated through the Human Resources Department.

(B) MANAGER/SUPERVISOR:

It will be the responsibility of the Manager/Supervisor of each Department to submit the summer student-hiring proposal to the appropriate Director for approval. The proposal should indicate the number of students required, the

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positions, the pay rate and the expected duration of employment. Departments will advise HR of their summer student requirements by April 1st of each year.

It will be the responsibility of the hiring Manager/Supervisor to apply for Summer Student Wage subsidies as applicable to their department. These subsidies are offered on a first come, first served basis, so applications should be made early in the new year. Please see the Human Resources Department for more information in regards to these programs.

The Manager/Supervisor in charge of hiring will ensure that all relevant documentation pertaining to required qualifications, including criminal record checks where required, is received and verified prior to hiring. Payment to students will not be processed if the appropriate information is not provided.

Each Department shall conduct selection interviews and testing to acquire relevant job-related information about prospective candidates to assist in assessing their skills and abilities for a specific position.

The hiring department will ensure that the appropriate paperwork regarding new hires is submitted prior to the first day of work. Any changes and terminations must be submitted to Human Resources immediately. The hiring department is also responsible for ensuring that the wage subsidy forms are completed, in full and on time, and are submitted to the appropriate organization for reimbursement. Human Resources must receive a copy of all such paperwork.

It will be the Manager/Supervisor's responsibility to ensure that students receive worksite specific Health and Safety training and to ensure that students in their Department have received the generic Health and Safety training.

Written approval must be received from the Department's Managing Director where it is deemed necessary that students be trained to operate small off road vehicles such as lawn mowers and Cushman.

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Where specific positions will require students to drive a Corporation vehicle as part of the performance of duty (e.g.: Beach Director), the Hiring Department will advise the candidate of the need for a Provincial Statement of Driving Record. This check shall be completed, as a condition to any offer of employment and employment shall not commence until a satisfactory driving record and a copy of the written approval of the Division's Managing Director is received.

It will be the responsibility of the Manager/Supervisor in charge of hiring to track the following:

- number of students hired/lost
- start and end dates
- utilization of wage subsidy and amount
- number of hours worked in each given year

This information is to be submitted to the Human Resources Department at the end of each summer work period for statistical purposes.

(C) EMPLOYEES:

- It is the responsibility of employees and/or candidates for employment with The City of North Bay to declare whether other employees are their relatives.

ADMINISTRATIVE PROCEDURES

APPLICATION PROCESS:

All applicants, including returning students, shall complete an application form and submit such, to Human Resources, outlining their qualifications and

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experience. Submissions must be received prior to the specified deadline for each Department.

The applicable department will review all applications to ensure candidates have submitted the required documents and have met the summer student hiring criteria.

All selection interviews shall be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.

CONSIDERATION FOR RE-HIRE:

Each Department Manager/Supervisor shall complete a Student Performance Review for each student within his or her department upon conclusion of the summer work period (attached). The appraisal shall contain a section in which The Manager/Supervisor shall indicate whether or not this employee is recommended for re-hire. Students identified as NOT being eligible for rehire shall be advised directly by the department manager or supervisor.

HIRING OF RELATIVES:

No employee shall participate in the hiring or discipline of an employee, where they are a relative of that individual.

No employee shall be in a position responsible for the handling of confidential material that may relate to the performance or evaluation of an immediate relative.

No employee shall be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from the Managing Director. Please note that a direct reporting relationship between relatives may affect eligibility for a wage subsidy in that specific case. In

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instances where a conflict or the potential for a conflict arises, even where no supervisory relationship exists, the parties may be separated by reassignment.

ELIGIBILITY CRITERIA:

Preference for rehire shall be administered as follows:

Students who are employed by the City during the previous years' summer program AND are recommended for re-hire on the performance appraisal, will be offered summer employment opportunities first.

All things considered being equal, preference will then be given to those students attending or pursuing attendance at a post secondary institution.

Finally, preference shall be given to those high school students in their final year and who are planning to attend a post secondary institution the following year.

NAME: _____

EMPLOYEE #: _____

REVIEW PERIOD: FROM _____ to _____

YEAR: ____ Year 1 ____ Year 2 ____ Year 3 ____ Year 4 ____ Year 5 ____ Year 6

PERFORMANCE CRITERIA

RATING

E - Excellent
S - Satisfactory
U - Unsatisfactory

	E	S	U
Attendance			
Punctuality			
Dealing with others			
Responsiveness to direction			
Attention to safety			
Pace of work			
Quality of work			

COMMENTS: _____

OVERALL PERFORMANCE RATING: ____ Excellent ____ Satisfactory ____ Unsatisfactory

SUGGESTIONS FOR IMPROVEMENT: _____

EMPLOYEE'S COMMENTS

- I agree with this assessment
- I do not feel that the facts have been fairly reported
- I disagree with this assessment

REMARKS

Chargehand Signature _____ Date _____
Supervisor Signature _____ Date _____
Employee Signature _____ Date _____

____ FILE COPY ____ EMPLOYEE COPY ____ MANAGER'S COPY

DEFINITIONS OF PERFORMANCE REVIEW CRITERIA

CRITERIA

REQUIREMENT FOR SATISFACTORY RATING

Attendance	Comes to work when scheduled, always gives prior notice or provides acceptable explanation for any unintended absence, no last minute changes in time off
Punctuality	Arrives on time for work, from breaks, from lunch, etc...
Dealing with others	Relates well to public and co-workers by being co-operative, helpful, courteous and supportive
Responsiveness to direction	Willingly accepts assignments, suggestions, guidance, feedback, etc.
Attention to safety	Works in compliance with Health and Safety regulations and divisional policies and procedures
Pace of Work	Completes all tasks in a satisfactory manner within the expected time-frames
Quality of Work	Completes all aspects of the task at the expected standard, work does not have to be redone

EXPLANATION OF RATING SCALE

Excellent	Performance consistently met all requirements and EXCEEDED requirements in some areas.
Satisfactory	Performance met requirements
Unacceptable	Performance did not meet requirements of the job