

Municipality of West Elgin

Schedule “A” to By-Law #2020-77

Policy HR-3.7 Hiring of Employees Policy

Effective Date: November 12, 2020

Review Date:

Policy Statement

The Municipality of West Elgin is committed to ensuring that all matters related to recruitment and employment are carried out in a fair and unbiased manner, and that all applicants will have an equal opportunity for employment in compliance with all legislation.

Scope

This policy applies to individuals, including employees of the Municipality of West Elgin, who are applying for positions within the Municipality and employees involved in the recruitment and selection process.

Policy

As an employer, the Municipality of West Elgin (Municipality) is committed to workplace diversity and inclusion to allow our organization to be more flexible, creative and responsive. The Municipality is committed to building a supportive and diverse workplace, representative of our community.

The Municipality recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, religion, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The Municipality is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.

Every bona fide application will be considered in the recruitment process.

Applicants having close relatives already employed by the Municipality shall not be excluded from consideration of employment by the Municipality. Prospective new hires or candidates for promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly have a reporting

connection to the position being applied for. Additionally, existing employees must declare and not participate or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.

It is the expectation that hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act*