



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2021-23**

#### **A By-law to repeal and replace a policies with respect to Hiring of Employees Procedure HR- 3.1 and repeal policy HR – 3.1 Part-Time Employment**

**Whereas** Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by By-Law; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to amend the policy with respect to Hiring of Employees Procedure; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to repeal the policy with respect to Part-Time Employment;

**Now Therefore** the Council of The Corporation of the Municipality of West Elgin enacts as follows:

1. That the Policy regarding Hiring of Employees Procedure, identified as Schedule 'A' attached hereto is authorized and approved.
2. That the Policy regarding Part-Time Employees as amended is hereby repealed.
3. That by-laws 2004-89 and 2010-71 are hereby repealed.
4. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 25<sup>th</sup> day of March, 2021.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

# **Municipality of West Elgin**

## **Schedule “A” to By-Law #2021- 23**

### **Policy HR-3.1 Hiring Procedure**

**Effective Date:**       **November 25, 2004**

**Review Date:**       **March 25, 2021**

#### **Policy Statement**

- 1.01 To ensure that the Municipality of West Elgin selects the most qualified candidates, a rigorous recruitment and selection process is used.

#### **Process**

- 2.01 The process shall generally consist of the following steps:
- (a) Placing an advertisement and/or using an internal job posting;
  - (b) Requiring the submission of a resume;
  - (c) Panel interviews of candidates;
  - (d) Background and reference checks;
  - (e) Recommendation of Supervisor.
- 2.02 Senior Management hiring decisions are recommended by the Hiring Panel to Council. Council shall authorize the hiring of Senior Management full-time employees by resolution.
- 2.03 All other full-time hiring decisions are approved by the Chief Administrative Officer (CAO)
- 2.04 Hiring of Relatives Policy HR-3.3 shall apply to all postings
- 2.05 Prior to posting of a vacant position or the call back of any employee the Hire/Transfer/Termination Request Form must be approved by the CAO.
- 2.06 Posting:
- (a) Positions shall be posted internally for 10 working days.
  - (b) Positions shall be advertised externally for a minimum of 2 consecutive weeks.

## 2.07 Hiring Panel:

- (a) For Chief Administrative Officer, the hiring panel shall consist of all members of Council and the Human Resources Consultant.
- (b) For Senior Management, the hiring panel shall consist of the CAO, one member of Senior Management and the Human Resources Consultant.
- (c) For office employees, the hiring panel shall consist of the CAO and a second member of Senior Management.
- (d) For positions below Senior Management, the hiring panel shall consist of the Head of the department, the CAO and a second member of Management.
- (e) If the hiring panel deems it necessary, an additional member may be added to the panel.

## 2.08 Part Time & Seasonal Employees

- (a) Part-time employees may apply for internal posting of vacancies
- (b) Seasonal employment may be repeated for a subsequent period based on recommendation of the Supervisor.
- (c) If a seasonal employee is not returning in the subsequent year, the job shall be advertised.
- (d) The Department Head and Supervisor will perform the interviews and make a decision regarding hiring and report same to the CAO.

## **Attachments**

Hire/Transfer/Termination Request Form