

SCHEDULE “D”

HIRING OF EMPLOYEES POLICY

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Policy Statement

The County of Perth promotes accountability and transparency through the establishment of a hiring policy that is committed to the recruitment, hiring and maintenance of a competent, qualified and diverse workforce.

The County of Perth is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Definitions

“Employee” means any person who supplies services to the Corporation including union, non-union, regular, temporary, full-time, part-time, seasonal or monthly staff, including permanent staff, temporary staff, student, and contract employees;

“County” means the Corporation of the County of Perth;

“Student” means any person attending school, high-school, college or university on a full-time basis and who has indicated their intent to return to school, or any person engaged by the Corporation under a co-operative student program with the high-school, college or university;

Purpose

The County of Perth's objective is to hire the best qualified applicant. The selection process will be based on various factors, including qualifications, education, experience, skill, training, suitability and ability to perform the work.

Application

This policy is required by section 270 of the *Municipal Act, 2001*, and applies to all employees for the County of Perth and outlines the County's employment goals and objectives, including work performed by volunteers and other non-paid individuals.

Policy Requirements

The process for hiring applies to union and non-union, permanent, temporary, part-time and student hiring for which there has been a job posting or expression of interest. The process for filling job vacancies will be fair, equitable, open and transparent to the public. Collective agreements, legal requirements of employment, County of Perth policies and procedures will be followed during the hiring process.

Responsibilities

The Council of the County of Perth is responsible for supporting the policy and providing the necessary financial and human resources to carry out the intent of the policy.

The CAO and Senior Management Team for the County of Perth are responsible for supporting the policy and recommending adequate budgetary resources to meet the obligations under this policy.

The CAO and Human Resources Manager are responsible for ensuring that the human resources policies related to hiring, recruitment, screening, assessment, feedback, employment reference checks, offers, and documentation are followed.

Monitoring

The Chief Administrative Officer for the County of Perth shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of such complaint and/or concern, the Chief Administrative Officer shall notify Council.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act, 2001*, requires that the County adopt and maintain a policy with respect to hiring. Other authorities related to hiring include:

Canadian Human Rights Act

Ontario Human Rights Code

Municipal Act, 2001

Employment Standards Act

Ontarians with Disabilities Act

Accessibility for Ontarians with Disabilities Act

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act

Collective Agreements between the Corporation of the County of Perth and its union(s)

Applicable County of Perth By-laws, policies and procedures, including, but not limited to County of Perth Human Resources Policies related to staffing, recruitment and compensation, benefits, employment conditions, health and safety, training and development, and employee relations

Enquiries

Chief Administrative Officer

County of Perth

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