



CITY OF CORNER BROOK

Policy & Procedure

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| Index | Human Resources | | Section | Recruitment | | |
| Title | HIRING POLICY | | Policy Number | 10-03-01 | Authority | Council |
| Approval Date | 18-Jul-22 | Effective Date | 18-Jul-22 | Revision Date | 18-Jul-22 | |

Purpose:

The City of Corner Brook is committed to hiring and maintaining a competent, qualified and diverse workforce. Individuals will be treated fairly and respectfully. This policy is intended to ensure consistency in the hiring of all City positions.

Policy Statement:

Posting Positions

a) Union Positions

Vacancies for all Union positions shall be posted in accordance with the respective Collective Agreement.

b) Non-Union Positions

Vacancies for all Non-Union positions will be posted on the City’s website, and/or recruiting websites, through professional associations, local newspapers and print media, or any other method of advertising as deemed appropriate and approved by the City Manager.

The City recognizes that there may be instances where such posting is either unnecessary or not reasonably possible.

Where a vacancy posting yields a successful candidate who declines a job offer or whose employment the City terminates within the first three (3) months of hiring, the City may, in accordance with the applicable provisions of this Hiring Policy, offer employment to other qualified applicants instead of re-posting the vacancy.

It is acknowledged that there will be times when the use of an external recruiter may be engaged to assist in the recruitment process. When recruiting for the position of City Manager the use of an external recruiter will be at the discretion of council. The use of an external recruiter for any other position will be at the discretion of the City Manager.

All job posting will provide the following statement: *The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant’s accessibility needs. Candidates are encouraged to discuss specific needs with the City’s Human Resources division, by emailing hr@cornerbrook.com.*

Selection

The City strives to attract, hire and retain qualified candidates to meet organizational objectives and to provide excellent services to the public. To support this goal, employment applications shall be screened against appropriate criteria. Such criteria shall be:

- a) established from the job qualifications relating to experience, education, professional certification requirements set out as required in the job description; and,
- b) consistently applied against each applicant.

The City of Corner Brook is committed to eliminating barriers, where possible, and improving accessibility for persons with disabilities, in a manner that respects dignity, independence, integration and equal opportunity. If an applicant selected for an interview requests an accommodation for accessibility, the City will consult with the applicant to provide for suitable accommodation.

Interview questions will be the same for each applicant. Answers will be ranked according to the skills required. Interviewers will document applicants' answers to questions to assist in the evaluation of each applicant's qualifications.

All interview questions will comply with the Newfoundland and Labrador Human Rights Code. No questions will be asked about a candidate's race, color, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, and political opinion. This does not prevent the City from requesting a Criminal Record Check or Vulnerable Sector Screening as a condition of employment where deemed necessary.

Reference checks will be conducted after the interview process to assess the competencies of an applicant and, where possible, will include a reference from a current supervisor.

An applicant must provide consent before external references are contacted; however, an applicant who has listed references in a job application will be considered to have given implicit consent to contact those references. Where references are not provided at the time of application, the applicant shall provide references upon request of the hiring committee.

Interviewed unsuccessful applicants will be informed by email, telephone, or Canada Post.

Selection Committee

When reasonably possible the City will strive to achieve gender diversity on all selection committees.

i. City Manager (Chief Administrative Officer)

An external recruiter will be engaged to conduct the recruitment, screening, and interviewing of candidates. The process will be coordinated through the City's Human Resources office and Council may choose to have the Manager of Human Resources present during any stage of the recruitment process.

The recruitment committee will consist of the Mayor and two (2) additional members of Council (chosen by Council). The selection committee will strive for consensus when recommending a candidate for hire to Council. Prior to the final selection taking place, Council will provide opportunity for the highest-ranking candidate to meet with senior staff.

Council is the final decision-making authority and shall appoint the City Manager.

ii. Directors

The Directors will be hired by the City Manager, subject to the approval of Council. The initial selection committee will be comprised of the City Manager, the remaining Directors, and the Manager of Human Resources. The candidate placing highest during the initial selection will prepare a presentation for Council prior to final approval of said candidate.

iii. Managers & Supervisors

All management staff will be hired by the departmental Director. The selection committee will be comprised of the appropriate departmental Director, a representative from the Human Resources division, and an additional manager and/or Director depending on the level of position being hired.

iv. All other staff

All other staff, permanent and temporary, will be hired by the appropriate Manager or Supervisor for that department and/or division in conjunction with a representative from the Human Resources division. The selection committee will comprise of no less than one other manager or supervisor in addition to the HR representative.

Summer program staff, summer students, and recreation workers will be hired by the Supervisor of Recreation and Recreation Technician under the direction of Human Resources.

Hiring

All employment offers are conditional on a candidate:

- a) supplying all employment-related documentation the City may reasonably request; and,
- b) executing a written employment contract with the City prior to their employment commencing.

Conflict of Interest

No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy.

Members of selection committees shall disclose any direct or indirect association or material interest or involvement that would result in any actual, potential or perceived conflict of interest in the hiring process.

In cases where job applicants are related to existing City staff or Councilors, the objective is to ensure the applicant is treated impartially and objectively, the same as all other candidates. No preference will be shown to the applicant nor will they be subjected to reverse discrimination whereby they are screened from the job because they are related to an existing staff person or Councilors.

Where a conflict of interest has been declared:

- The person(s) involved in the hiring process will declare themselves in a conflict of interest to the Manager of Human Resources and withdraw from the selection process. If the

candidate is subsequently screened out, the person who declared themselves in conflict may re-enter the selection process.

- The Human Resources Manager and the Director of Finance & Administration will choose an alternative committee member to replace the person in conflict.
- In cases where the Human Resources Manager is in conflict, they will declare this conflict to the Director of Finance & Administration who will replace the HR Manager in the selection process.
- If the above criteria are satisfied, the decision of the selection committee as to the most qualified candidate will be accepted and the person hired, without regard to any family relationship which may exist.
- Council and staff, unless on the selection committee, will not have any input into the hiring of any person or recommend persons for consideration, whether related or unrelated. If so, that interference will be duly noted and the City Manager and Council advise accordingly.

Nepotism

No individual will be hired into a position where their direct supervisor or subordinate is a family member. In applying this section, "family member" is defined as: a spouse, including common law, and same-sex spouse; parent, including step-parent and legal guardian; child, including step-child; siblings; and any person who lives with a member of Council or an employee on a permanent basis.

No family member of Council will be hired into a position where their direct reporting relationship is to Council.

In cases where a family relationship develops that puts members of Council or employees in a direct reporting relationship, the individual(s) involved must bring these types of matters to the attention of the individual responsible for the applicable department or to the City Manager.

Confidentiality of the Hiring Process

Personal information of a successful candidate will not be released during any stage in the recruitment process.

Should the hiring of a successful candidate be announced either to all staff or during a session of Council, the announcement will include only the successful candidate's name and position title. The successful candidate's qualifications and other personal information will not be disclosed in such an announcement.

DETAILED ACTION REQUIRED

Responsibilities:

All levels of management are responsible for the administration of this policy.

Council will:

- Review, amend, and adopt changes to this policy; and,
- Adhere to this policy.

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;

- Adhere to this policy;
- Address any breaches of this policy; and,
- Ensure disciplinary action is imposed for contraventions of this policy.

The Directors will:

- Recommend to the City Manager changes to this policy;
- Adhere to this policy;
- Actively participate in the recruitment process when and as needed; and,
- Ensure the policy is applied throughout the process allowing for fair and consistent recruitment.

The Human Resources Manager will:

- Ensure the policy is followed and appropriate selection committees are in place
- Ensure reference checks are completed using an appropriate and approved reference check form
- Ensure all candidates receive equal opportunity
- Ensure proper documentation is complete to support hiring of candidates
- Ensure fairness throughout the process ensuring consistency between candidates

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK