

THE CORPORATION OF THE TOWN OF RAINY RIVER

BY-LAW 1441-04

A BY-LAW REGARDING THE EMPLOYMENT OF STAFF MEMBERS FOR
THE TOWN OF RAINY RIVER

WHEREAS the Municipal Act, S.O. 2001, c. 25, s. 270, provides that a municipality and a local board shall adopt policies with respect to the hiring of its employees, including policies with respect to,

- (a) the hiring of relatives of a member of council or local board, as the case may be;
- (b) the hiring of relatives of existing employees for the municipality or local board, as the case may be; and
- (c) any other prescribed matter;

AND WHEREAS the Council of the Corporation of the Town of Rainy River deems it necessary and advisable to adopt a policy to clarify the procedures to be followed;

AND WHEREAS the Council is committed to selecting qualified, suitable individuals for employment based on the requirements of the position;

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF RAINY RIVER ENACTS AS FOLLOWS:

THAT the Town of Rainy River Hiring Policy Procedure, a copy of which is attached and marked as Schedule "A" to this by-law, is hereby approved.

THIS BY-LAW SHALL COME INTO FORCE AND TAKE EFFECT IMMEDIATELY ON AND AFTER THE PASSING THEREOF.

READ the first time in open Council this 13th day of December, 2004.

Original Signed
Mayor

Original Signed
Municipal Administrator

READ the second time in open Council this 13th day of December, 2004.

Original Signed
Mayor

Original Signed

Municipal Administrator

READ the third time and finally passed in open Council this 13th day of December, 2004.

Original Signed

Mayor

Original Signed

Municipal Administrator

SCHEDULE "A"
HIRING POLICY PROCEDURE

- (A) Effort will be made to fill vacant positions from within the organization provided those applying meet the qualifications and are capable of assuming the duties for the position.

The Collective Agreement between the Corporation of the Town of Rainy River and the Canadian Union of Public Employees will be followed.

- (B) In hiring a union employee for a period in excess of 30 days, the Municipal Administrator shall:
- (i) Do so in accordance with the Collective Agreement
 - (ii) All applications must be received in writing. Applicants are subject to screening, testing, and interviewing processes to determine if they meet the minimum qualifications for the position. This may include, but is not limited to, typing, aptitude testing, leadership skills, etc. as appropriate to the position. This applies to full time, permanent part time, and casual employees.
 - (iii) If no applications are received from employees qualified and with the ability to fill the position as a result of the posting, the position may be advertised in the local paper and/or other papers or appropriate websites. The advertisement will include the note that only those applicants selected for interviews will be contacted.
 - (iv) All applicants who meet the minimum qualifications will be screened for the purpose of short-listing. Short-listing will be in accordance with the Collective Agreement, where applicable.
 - (v) Normally no more than four applicants are to be short-listed.
 - (vi) The Personnel Committee and Municipal Administrator shall interview from the short listed applicants.
 - (vii) The successful applicant will be selected from the applications received as a result of the advertising and selection process outlined above. The successful applicant and the interviewed applicants that are unsuccessful will be notified in writing of the hiring decision.

- (C) All legislated positions will be filled following the guidelines of both the legislation and this
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policy. If this policy conflicts with current legislation, the legislation will be deemed as the guiding body.

- (D) In hiring an employee for a management position or a non-union non-management position, the position will be posted. While not being obligated to hire internally, all applications received will be evaluated using the qualifications for the position and the applicant's ability to do the job.
- (E) The advertising and selection process for a management or non-union, non-management position will be the same as outlined in paragraph (C) above, except that advertising may be simultaneous to the posting. A hiring committee may be established as directed by the Personnel Committee for the hiring of a non-union, non-management position. A hiring committee will be established for the hiring of a Management position as outlined below:
- (i) In hiring a Management employee (with the exception of the Municipal Administrator/CAO), the interview committee will consist of no more than three (3) individuals, normally being two (2) members of the Personnel Committee and the Municipal Administrator.
 - (ii) In hiring a Municipal Administrator/CAO the interview committee will consist of the Mayor, and three (3) members of Council.
- (F) For all positions the recommendation of the hiring committee must be presented to Council in the form of a motion.
- (G) The advertising and selection of summer students will be coordinated between the Personnel Committee and the Municipal Administrator.
- (H) Applications shall be kept on file for three (3) months.
- (I) Relatives may be employed by the Town of Rainy River who would not be under the immediate supervision of their relative.

* 'Relative' is defined as:

- the employee's spouse or same-sex partner;
- parent, step-parent, foster parent of the employee or of the employee's spouse or same-sex partner;
- child, step-child, foster child of the employee or of the employee's spouse or same-sex partner;
- grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse or same-sex partner;
- the spouse or same-sex partner of a child of the employee;
- the employee's siblings;
- a relative of the employee who is dependent on the employee for care or assistance.