

TOWN OF STRATFORD - COUNCIL POLICY			
Name:	Hiring Policy	Policy Number:	2004-HR-01
Committee:	Human Resources	Approval Date:	October 13, 2004

1. Introduction

The Town of Stratford has an obligation as an employer to establish fair and consistent practices for the recruitment and selection of employees. The recruitment and selection of all employees for the Town of Stratford shall be conducted in accordance with this policy.

2. Definitions

“casual employees” means employees who are hired on a temporary, part time or casual basis and who are not classified as permanent employees of the Town.

“contract employees” means employees who work more than 30 hours per week and more than six months of the year for a fixed contract duration and includes temporary replacement positions such as maternity leaves.

“family member” includes spouse, common law spouse, child, parent, sister or brother.

“merit principle” means the selection of a the candidate who is most suitably qualified for the position in the opinion of the selection committee.

“permanent employees” means employees who work more than 30 hours per week and who are classified as permanent employees of the Town.

“selection committee” means the committee appointed in this policy to screen, recommend and select, or recommend the selection of, the most suitably qualified candidate for a position.

3. Merit

The selection of all permanent and contract employees shall be based on the merit principle. The selection of casual employees shall be based on the merit principle and any other factors required to be considered by any agency that pays a portion of the salary of the casual employee. When candidates for employment are equal in qualifications, preference will be given to Stratford residents first.

4. Town Entities

Employees who do work for Town entities including the Stratford Utility Corporation, the Stratford Business Park Corporation and the Stratford Community Seniors Complex Corporation, shall be employees of the Town of Stratford.

5. Classification and Job Descriptions

All permanent and contract employee positions shall be classified in accordance with the Town's Job Classification and Pay Plan. Job Descriptions and classification shall be reviewed annually by the Human Resources Committee. Changes to Job Descriptions that do not result in a new classification may be approved by the Human Resources Committee. New positions or changes to job descriptions that result in a new classification shall be approved by Council.

6. Recruitment

a. Advertising

All permanent and contract employee positions shall be advertised in a local newspaper and on the Town web site. Advertisements shall include the position title, a brief description of duties and the salary range. Advertisements shall also state that Stratford is an equal opportunity employer. Where deemed necessary by the Human Resources Committee to obtain suitably qualified candidates, advertisements may be placed in regional or national papers, publications and internet job sites.

Casual positions may be advertised through local job banks or selected from among a list of applicants provided by funding partners or from among applicants on file.

b. Screening

All applications shall be reviewed by the selection committee and short listed for interviews. At least three applicants shall be interviewed for permanent and contract positions.

c. Interviewing

Interviews shall be conducted by the selection committee. Pre-interview testing may be used to assist in the selection process. Candidates shall be asked questions by each member of the selection committee based on a pre-determined interview form. Candidates shall be rated in order of preference by the selection committee based on the merit principle.

d. Reference Checks

No job offer shall be made to any candidate until suitable references are first obtained.

7. Selection

a. Chief Administrative Officer

The selection committee for the chief administrative officer shall be appointed by the Human Resources Committee at their discretion and may include persons or agencies from outside the Town Council. The selection committee shall recommend the top three candidates to Council and Council shall appoint the chief administrative officer from among the three candidates by resolution.

b. Department Heads

The selection committee for Department Heads shall be the Chair of the Human Resources Committee or designate, the Chair(s) of the Council committee(s) who oversee the Department(s) or designate(s) and the chief administrative officer. The selection committee shall advise Council members of the candidate selected and make the offer provided no objections are received from members of Council.

If a Council member objects to the first choice of the selection committee, the selection committee shall recommend the top three candidates to Council and Council shall appoint the department head from among the three candidates by resolution.

- c. The selection committee for all other permanent employee and contract employee positions shall be the Chair(s) of the Council committee(s) who oversee the Department(s) or designate(s), the chief administrative officer or designate and the department head. The selection committee shall advise Council members of the candidate selected.
- d. The selection committee for casual positions shall be the Department Head or designate and at least one other member of staff appointed by the Department Head. The selection committee shall advise the chief administrative officer of the candidate selected.

8. Job Offers

Job offers must be made in writing to the most suitably qualified candidate and, as necessary, to the next most suitably qualified candidate until the position is filled. Job offers for all vacancies shall be within the classified salary range of the position and standard benefit package of the Town. If a suitable candidate can not be found within the classified salary range, the position must be re-classified by Council and re-advertised at the new salary range. Notwithstanding the above, for the Chief Administrative Officer position, Council may enter into a contract with a candidate and may vary the standard salary and benefits if necessary to attract and retain a suitable candidate.

9. Promotion

The Human Resources Committee may recommend and Council may, by resolution, change the job duties and classification of any permanent employee and may promote existing permanent employees into new or vacant positions for which they are suitably qualified. Contract employees may not be promoted into permanent positions unless the contract position was advertised as a contract position that may be made permanent.

10. Time Lines

The following are the recommended time lines to be followed for permanent and contract positions once a vacancy has occurred or a new position is created by Council;

- advertisement - within 7 days of vacancy occurring or position creation
- advertisement length - 7 days minimum, 21 days maximum
- applicant screening - within 7 days of advertisement closing
- interview process - within 14 days of applicant screening
- position offer - within 7 days of interview completion

11. Conflict of Interest

- a. No spouse of any member of Council, of the chief administrative officer or of a department head may be employed with the Town during their term of office or employment.
- b. Employment of family members in the same Department is discouraged. Family members may not be employed in positions where they are directly subordinate to other family members or where they have direct or indirect supervision of other family members.
- c. Members of Council, the chief administrative officer or of a department head must not place themselves in a conflict of interest regarding employment of family members and must therefore not be or remain in attendance at any meeting where employment of family members is being discussed.
- d. No member of Council or staff shall directly or indirectly attempt to improperly influence any member of the selection committee with respect to the selection of a candidate for any position.

12. Effective Date

This policy is effective on October 15, 2004