

The Township of Horton Policy and Procedures			
SECTION: HUMAN RESOURCES			POLICY #: A-10
POLICY: Staffing			
DATE: April 07/03	REV. DATE: September 2018	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

Each Department of the Township of Horton is responsible for recruiting its staff in accordance with budgeted hours, expenditures, and pay rates approved by Council.

DEFINITION:

Ad Hoc Human Resources Committee: The Ad Hoc HR Committee is comprised of the Mayor, Chair of General Government, Public Advisory Member of General Government and the CAO/Clerk.

PROCEDURE:

1. Applications for employment are retained by the CAO-Clerk's Department.
2. Written applications for employment are kept on file for three (3) months by the CAO-Clerk's Department.
3. All vacancies for permanent positions are posted internally at all Township locations for a minimum of one (1) week.
4. If an advertisement is required, a draft ad will be prepared by the CAO-Clerk following review with the Ad Hoc Human Resources Committee. The ad must state the position title, hours of work, duties, qualifications and experience desired, salary, and location and link to the position information on the Township of Horton website.
5. The CAO-Clerk's Department, the Department Manager involved and the Ad Hoc Human Resources Committee review the applications and selects those applicants to be interviewed. Interviews are conducted in accordance with CAO-Clerk's Department procedures.
 - *Parties involved in interviews – See Table 1*
 - *Interview Procedures per position – See Table 2*
6. Reference checks are undertaken for all prospective employees by the CAO-Clerk's Department or designate prior to any verbal or written offer of employment. A reference check is not conducted without first obtaining the written authorization of the applicant.
7. A verbal offer of employment, confirming the salary and start date, is made to the successful candidate by the CAO- Clerk's Department.

8. After the verbal offer of employment is made, the prospective employee is required to obtain a criminal record check from the police force responsible for their current place of residence (see policy A-07 for more information). Prospective employees of the Roads Department, and Fire Department, and those of any other department position that requires it, are also required to obtain a *Ministry of Transportation of Ontario Driver's Abstract* and/or proof of a valid driver's license.
9. Any and all costs associated with obtaining the information in the item above are the sole responsibility of the prospective employee.
10. The CAO-Clerk's Department sends a written offer of employment to the prospective employee confirming the terms of employment. All unsuccessful interviewed applicants are notified either by telephone or in writing.
11. The Employment Record is completed and retained by the CAO/Clerk's department for filing.

TABLE 1

POSITION	PARTIES INVOLVED
CAO/Clerk	Council + General Government Public Advisory Member + Third Party (example: CAO/Clerk from other municipality)
Senior Manager	Ad Hoc Human Resources Committee
Regular Staff	Ad Hoc Human Resources Committee + Department Manager
Summer Students	CAO/Clerk + Department Manager
Volunteer Fire Department	As per Fire Department Policies & Procedures

TABLE 2

POSITION	PROCEDURE
CAO/Clerk	1) Presentation on a defined topic 2) Interview 3) Possibility of second interview
Senior Manager	1) Presentation on a defined topic 2) Interview 3) Possibility of second interview
Regular Staff	1) Interview
Summer Students	1) Interview
Volunteer Fire Department	As per Fire Department Policies & Procedures