

THOROLD BUSINESS IMPROVEMENT AREA ASSOCIATION
POLICY AND PROCEDURE MANUAL

HUMAN RESOURCES		
POLICY NO: 200-01 REVISED: Nov. 28, 2017	RECRUITMENT AND HIRING POLICY	PAGE 1 OF 5

RECRUITMENT AND HIRING POLICY

DEFINITIONS

For the purposes of this policy:

“APPLICANT” refers to any person applying for a full time, part time, temporary, or student position.

“RELATIVE” refers to spouse, common-law spouse, same-sex partner, child, parents and siblings.

“ELECTED OFFICIAL” refers to any member of Thorold City Council.

“SPOUSE” is defined as the person to whom another person is married or with whom the person is living in a conjugal relationship outside the marriage, including a same-sex partner.

“CHILD” includes natural child, adopted child, step-child, daughter-in-law, and son-in-law.

“PARENT” includes natural parent, adoptive parent, step-parent, father-in-law, and mother-in-law.

“DIRECT SUPERVISION” includes having the authority to:

- 1) direct and control the work activities of another employee;
- 2) influence the type and nature of work assignments and/or working conditions of another employee;
- 3) complete, review or approve the performance reviews or wage/salary adjustments of another employee;
- 4) issue disciplinary action in respect of another employee.

PROCEDURE STATEMENT:

The BIA will hire qualified applicants for full-time, temporary, part-time, seasonal and relief positions.

Posting Vacancies

Vacancies that become available in the BIA will be posted on the BIA website, facebook and kijiji.

Availability of Accommodation

The BIA will provide accommodations for all applicants with disabilities in order to ensure accessibility to the recruitment process. All internal and external applicants will be notified of the availability of accommodation during the recruitment process.

Accommodation will be provided to any applicant upon request.

Accommodation may include the provision of job postings, application forms and any related recruitment materials in alternate formats (for example, large print, e-text, accessible PDF, DAISY or Braille). The applicant must specify what alternate format(s) are needed.

Accommodation requests will be fulfilled within a reasonable timeframe while not delaying the overall hiring timeline.

Accommodation During Selection Phase

Accommodation will be provided to applicants selected to participate in the assessment or selection phase of the hiring process, upon request.

Suitable accommodation will be provided in a manner that takes the applicant's accessibility needs into account (for example, documents provided in alternate format, interviews taking place in an accessible location).

Applicants are permitted to use their own assistive devices, support persons, interpreters or service animals in the assessment or selection phase of the hiring process.

Accommodation of Successful Applicants – Offer of Employment

Workplace-related accommodation will be offered to the successful applicant when presenting an offer of employment.

A documented accommodation plan will be used to plan, evaluate and adjust workplace accommodation needs. Every accommodation plan will include:

- Manner in which employee requesting accommodation can participate in development of accommodation plan
- Means by which employee is assessed on an individual basis
- Manner in which employee can request an evaluation by an outside medical or other expert, at employer's expense, to assist in determining if and how accommodation can be achieved
- Manner in which employee can request participation of a representative from their bargaining agent, where applicable, or other representative from the workplace in the

- development of the accommodation plan
- Steps taken to protect privacy of employee's personal information
- Frequency with which the accommodation plan will be reviewed and updated and the manner in which it will be done
- If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee
- The means of providing the accommodation plan in a format that takes into account the employee's accessibility needs
- Any information regarding accessible formats and communication supports provided
- Individualized workplace emergency response information
- Identify any other accommodation that is to be provided

REQUEST FOR ADDITIONAL STAFF:

The need to create or fill a full-time, temporary, part-time seasonal and relief position will be decided by a vote of the membership upon recommendation by the Executive. The notification of the general membership shall include the requirements, additional budget costs and any supporting documentation for the need.

CASUAL EMPLOYEES

The need for new or additional casual positions shall be discussed at the General Meeting. Once the need for the position(s) has been approved by the General membership, members shall form a committee consisting of the Chairman and Vice Chairman as applicable, as well as any other Staff member, executive member, general member or individual at the Chair's discretion. The Committee shall be established to review candidate submissions, establish a short list of candidates and conduct interviews. Once the committee is satisfied, the successful candidate will be notified of the availability of accommodation should it be required and will be provided with the BIA's Accommodation Policy. Accommodation planning will be arranged with the Chair upon request. The successful candidate will accept the offer by signing the document. A report describing the process and naming the successful candidate shall be provided to the membership for their information.

JOB POSTINGS

Postings shall contain the following information: nature of position, qualifications, required knowledge, education and skills, shift if any, and wage rate. The posting will be available in alternate format upon request. Each posting will indicate the availability of alternate formats upon request.

Advertisements shall be placed on the BIA's website, facebook and kijiji and the applications shall be received by the Secretary. The posting will be available in alternate format upon request. Each posting will indicate the availability of alternate formats upon request.

PERFORMANCE EVALUATION

The successful candidate's performance shall be reviewed by the Chair and Secretary, prior to the end of the probationary period of 3 months. Performance appraisal materials and processes will be provided in alternate formats upon request.

SELECTION PROCEDURES

Each applicant shall be judged upon the following selection criteria:

- Related work experience
- Abilities/Capabilities
- Personality
- Suitability

The persons responsible for screening the applicants, shall, before any applications are reviewed, rank the above criteria by giving each one a weight by importance for the position to be filled. Then, using a point system, each candidate will be graded to each criteria required for the particular position. The candidate(s) with the highest overall standing(s) shall be offered an interview opportunity.

CHANGING JOB DESCRIPTIONS OR ADJUSTING SALARY SCALE

When a job description requires changing, or when a position requires revaluing according to its duties and responsibilities, the Chair and Secretary shall make a recommendation to the General Membership.

Any changes required to Accommodation Planning as a result of a job description change will be negotiated and documented. The employee shall retain a copy of all Accommodation Plan documents.

ADDITIONAL NOTES

Every hiring of personnel, whether it is a vacancy due to quits, discharges, retirement, promotions, demotions, transfers, etc., shall include the following:

- The job description for the position shall be reviewed.
- An accommodation plan (if applicable).
- The successful candidates' performance shall be reviewed prior to the end of the probationary period, and if unsatisfactory, the individual shall be discharged.
- The Thorold BIA is an equal opportunity employer and jobs will be awarded on the applicant's ability to perform the work regardless of gender.

EMPLOYMENT OF RELATIVES

General Provisions:

The Thorold BIA will not favour nor inhibit the hiring of relatives. All candidates will be given

equal opportunity for employment, based upon qualifications, skill and working experience regardless of relationship to either an employee or an elected official.

Relatives of current employees and elected officials of the City may be considered for employment provided they:

- made application for employment in accordance with established procedure;
- have been considered in accordance with established recruitment and selection policies and procedures;
- possess the necessary qualifications;
- are considered to be the most suitable candidate;

Recruitment and Selection:

- No BIA employee or elected official will be involved in any attempt to influence any part of the hiring process where their relative is a candidate.
- The BIA will not consider an applicant for a position which would come under the direct supervision of a current employee or elected official who is a relative of an applicant.

Supervision:

- A relative of an employee or elected official shall not be supervised directly, or wherever possible, indirectly by that employee/official.
- If such a situation exists, the Chair will meet with both employees to discuss potential difficulties in the work relationship. Encouragement will be given for the employee(s) to relocate to another shift, location or position at the earliest possible opportunity.
- If relocation or other suitable arrangements cannot be implemented, and a difficulty arises in the work area as a result of the relationship, the BIA reserves the right, in its sole discretion, to relocate the employee(s).
- Any matters which may be of a contentious nature or pose a real or perceived conflict of interest resulting from such a relationship must be identified to the Chairman who will personally manage the matter or delegate it to another executive member.

Exceptions:

Exceptions to the above-noted restrictions may be authorized by the Chair where:

- a relative of an employee or elected official has been clearly demonstrated to have unique and unusual skills necessary for a position and
- candidates with such skills are not readily available in the labour market.