

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD,  
CLARA & MARIA**

**BY-LAW NUMBER 2008- 04**

**BEING** a by-law formalizing the process and policy of hiring employees for the Municipality.

**WHEREAS** under the *Municipal Act*, 2001 s. as amended by Bill 130, a municipality shall adopt a policy with respect to the hiring of employees;

**AND WHEREAS** the Council of the Corporation of the United Townships of Head, Clara & Maria wishes to update existing hiring policy;

**AND WHEREAS** the purpose of this by-law is to ensure that the best hiring decisions are made for each position within the municipality, that the process is open and transparent and free from discrimination in any form;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria does enact as follows:

1. **THAT** an accurate job description exists for each employment position within the municipality;
2. **THAT** an advertisement is prepared and circulated according to the specifications and qualifications as determined by the job description and by municipal policy;
3. **THAT** a comprehensive, open and transparent system be developed and utilized by staff to ensure a fair hiring process;
4. **THAT** personal and professional reference checks are conducted to obtain additional or substantiating information concerning an applicant and are undertaken on all short listed candidates prior to any offer of employment.
5. **THAT** a reference check is not conducted without first obtaining the written authorization of the applicant.
6. **THAT** to ensure that staff appointments and subsequent administrative decisions are made in the best interest of the municipality, a member of Council or a member of a local Board shall not be considered for appointment to any staff position for a period of up to two (2) calendar years following the conclusion of that individuals' position on Council or local board.
7. **THAT** a member of Council, Local Board or an employee shall not improperly use their influence to obtain appointment, promotion, or advancement on behalf of themselves, a relative or any other applicant.
8. **THAT** hiring for the position of Clerk (or other term used to define the Senior Administrative Officer of the municipality) shall be completed by Council or by a committee of Council specifically designated by resolution of Council for that purpose.

9. **THAT** hiring for all other positions shall be completed by the Clerk (Senior Administrative Officer) following municipal policy.
10. **THAT** a relative of existing staff and/or Council may be considered for any position provided that a direct reporting relationship between that individual and the existing staff or Council member would not be a result of any hiring decision.
11. **THAT** no employee, member of Council or Local Board Member shall participate in the recruitment or hiring process involving a relative of the employee, member of Council or Local Board, as the case may be.
12. **THAT** a direct reporting relationship may exist for temporary positions, depending on specific circumstances. Each situation will be determined on its own merit.
13. **THAT** “relative” is defined as a parent, child, or spouse (including common-law or same sex) of the employee or Council member.
14. **THAT** “temporary position” is one that is expected to not extend beyond twelve (12) months in duration.
15. **THAT** all permanent employees will successfully complete a six (6) month probationary period to assess their performance and fit within the position and the municipality prior to obtaining permanent employment.
16. **THAT** all temporary employees will be on a probationary period for the entire term of their employment, until and unless the position is made permanent. In this case, the six (6) month term will apply. Time already worked will count towards fulfillment of the six (6) month probationary requirement unless the job description has changed considerably.
17. **THAT** this by-law come into force and take effect on the date of its final passing;
18. **THAT** by-law No. 2004-13 being a by-law to cover the hiring of employees is hereby revoked.

**READ** a 1<sup>st</sup> and 2<sup>nd</sup> time this 15<sup>th</sup> day of February 2008.

**READ** a 3<sup>rd</sup> time short and finally passed this 15<sup>th</sup> day of February 2008.

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TAMMY SONNENBURG, REEVE

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MELINDA REITH, CLERK