

Title: Recruitment of Employees Policy	
Policy Group: Your Government and People	Policy Administrator: Corporate and Legislative Services
Resolution No.: CW-234-2022	Policy Number: HR-06
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1. Policy Statement

- a) The Corporation of the County of Prince Edward (the County) is committed to attracting and retaining high caliber employees who are the most qualified to perform the requirements of each position available, and those who foster a respectful, cooperative and professional workplace that supports the needs of our community through excellence in service.
- b) The County believes in maintaining a diverse, safe, welcoming and inclusive environment, where the dignity and beliefs of all individuals is supported, and where we believe our culture is enriched through bringing diverse skills, experiences and backgrounds to the County to better serve our community.

2. Purpose

- a) Recruit and employ the best applicant for each position based on relevant education, training, experience, knowledge, skills, abilities and best overall fit with the Corporation.
- b) Provide and promote equal treatment and fairness without discrimination based on the protected grounds of the Ontario Human Rights Code, and proactively remove barriers for individuals with disabilities, while ensuring all candidates have an equal opportunity.
- c) Describe the responsibilities of Directors, Managers, the Chief Administrative Officer (CAO), and the Human Resources and Organizational Development Department with respect to carrying out the recruitment and selection process.

3. Scope

- a) This policy applies to all employees of the County including: full-time, part-time, casual, contract, seasonal, temporary, and students.

4. Legislative Authority

- a) *Employment Standards Act 2000*
- b) *Ontario Human Rights Code*
- c) *Accessibility for Ontarians with Disabilities Act*
- d) *Employment Equity Act*
- e) *Pay Equity Act*
- f) *Municipal Freedom of Information and Protection of Privacy Act*
- g) *Applicable Collective Agreements*

5. Definitions

- a) **Accommodation/accommodate** means the design and adaptation of the work environment and the needs of as many types of persons as possible, and what is required in the circumstances of each case to avoid discrimination.
- b) **Applicant** means individuals from outside of the Count, as well as existing employees who are participating in the recruitment process.
- c) **Barriers** means physical barriers as well as formal or informal polices and practices that restrict or exclude persons in the designated groups from employment opportunity.
- d) **Bona Fide Occupational Requirements** means the standards or requirements that is integral to carrying out the requirements of a particular position within a workplace.
- e) **Employees** means full-time, part-time, casual contract, seasonal, temporary, and students.
- f) **Immediate Family** means an employee's spouse (including common-law or same sex partners), brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other members of the employee's household.

6. General

- a) The County is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.
- b) The County is committed to workplace diversity and inclusion. Having a variety of people in our workplace helps our organization to be more flexible, creative and responsive. It helps us provide better service to our community. The County is dedicated to building a supportive and diverse workplace and will ensure a lens of diversity, equity and inclusion is utilized in all hiring practices.
- c) The County's hiring practices and decision making will be centered upon transparency, integrity, equal opportunity and will be free from any undue influence or bias.
- d) The County is committed to a recruitment process that is consistent throughout the organization and complies with legal requirements, applicable collective agreement articles, applicable legislation, and aligns with our Vision, Purpose and Values.
- e) In order to secure the best possible candidates and to provide notification to employees of potential career opportunities, the County will ensure that vacancies for all approved positions are advertised accordingly.
- f) Certain positions are identified by the County as working closely with the vulnerable sector or handling large sums of money. To ensure the safety of vulnerable individuals and our Municipal Assets, the individuals considered for hire and/or those occupying these positions are subject to the completion of satisfactory criminal records checks or satisfactory completion of a vulnerable sector check.
- g) Members of employees' immediate families will be considered for employment by the County. However, an immediate family member may not be hired if such employment would;
 - 1. Create either a direct or indirect supervisor/subordinate relationship with a family member;
 - 2. Result in preferential treatment in the recruitment and selection process;
 - 3. Create either an actual or the appearance of a conflict of interest.

- h) Former employees who have been terminated for just cause are not eligible to be re-hired by the County.
- i) The County may elect to use external recruitment agencies as required and approved by the CAO. Such recruitment agencies are subject to this policy and related procedures.

7. Responsibility and Implementation

a) Council:

- i. The position of CAO is the only staff position recruitment by Council or a Committee of Council. The recruitment of this position requires a resolution of Council and supporting By-law. The support of Human Resources may be requested to undertake this process with an external recruitment agency as required.
- ii. Council is responsible for approving the budget for staffing as part of the annual Operating Budget.

b) Chief Administrative Officer:

- i. Responsible for approving all new or revised job descriptions and the recruitment of all new positions.
- ii. Approves all hires at or above the Director level.
- iii. Student positions are reviewed and agreed upon at the beginning of each calendar year lead by the CAO with the Senior Leadership Team and the Human Resources and Organizational Development Department.
- iv. Along with Human Resources and Organizational Development, establishes procedural guidelines in the application of the Policy and making routine changes to the procedure as required.

c) Directors:

- i. Responsible for recruitment of all vacancies for existing positions.
- ii. Coach and support Managers and Supervisors with candidate selection as required to ensure a diverse range of skills, abilities, and backgrounds are integrated to grow the team effectively.
- iii. Review departmental job descriptions at least annually or upon replacement of staff with managers and supervisors to ensure positions

descriptions accurately reflect the work being conducted and the overall operational needs of the department.

d) Supervisors and Managers:

- i. Provide feedback to Directors about required changes to job descriptions, and suggest changes to job descriptions and posting requirements reflecting the requirements of the department.

e) Human Resources and Organizational Development Department:

- i. Maintain compliance with legislation and municipal policy to support recruitment practices that attract diverse candidates.
- ii. Maintain compliance with collective agreement provisions relevant to recruitment and posting of positions.
- iii. Support Supervisors, Managers, Directors and CAO with maintenance of a fair and transparent recruitment process.
- iv. Maintain all recruitment documentation in a confidential file.
- v. Conduct and coordinate interviews, testing, reference checks and facilitate paperwork prior to the onboarding process.
- vi. Serve as conduit between the applicants and the hiring department with contract completion, offers, negotiations, etc.

8. Documentation and Forms

a) Recruitment of Employees Procedure