

Section: E	Policy Number: E-002	Approval Date: April 18, 1984
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HIRING POLICY

1. Community Living-Central Huron is committed to fair and accessible employment practices and will accommodate the accessibility needs of people with disabilities during the recruitment and hiring processes, as required by the Integrated Accessibility Standards (Ontario Regulation 191/11) under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.
2. It is the responsibility of Agency Coordinators/Supervisors to notify the Executive Director, of the need for Staff replacement or additional Staff. The Executive Director is responsible for administrative Staff positions.
3. Hiring of the Executive Director shall be the responsibility of the Board of Directors.
4. The relevant Coordinator/Supervisor and/or the Executive Director will authorize the preparation of the job posting and/or advertisement.
5. The Executive Director and the relevant Program Coordinator or designates, will determine when a position will be posted externally, notwithstanding the terms of the Collective Agreement, as it relates to Bargaining Unit employees. Applications in the Resume Resource file, reliable job banks and websites, will be considered prior to advertising with relevant job banks and websites or in local or out-of-area newspapers. The advertisement will include, "only individuals receiving an interview will be contacted."
6. Responses to job postings or resumes received will be directed to Human Resources.
7. For Senior Staff positions, the Interview Team will consist of a minimum of three of the following: Board Member, Executive Director, Coordinator(s). For all other positions, the Interviewing Team will consist of a minimum of three of the following: Human Resources, Coordinator(s), and Senior Staff. Other Staff and/or people supported may be involved at the discretion of the Interviewing Team.
8. Human Resources Staff, Executive Director or designate will contact references and make the Offer of Employment to the successful candidate. Also, Human Resources, Executive Director or designate will notify unsuccessful candidate(s) by telephone when possible or in writing, including email.
9. The Executive Director will author all Letters or Conditional Letters of Employment.
10. Board Members must not have been a Director of Community Living-Central Huron, for a period of at least three (3) months, prior to any employment with the Agency.
11. All resumes received by Community Living-Central Huron, will be kept by Human Resources, in the Resume Resource file for a period of six months from the date of receipt.

Hiring Procedure:

1. Depending on the vacancy, the relevant Supervisor, Coordinator or Executive Director will review resumes, determine the number of qualified applicants to interview, establish the date and time of the interviews, and advise Human Resources so they may notify candidates of the details of interviews and obtain any accommodation requirements per AODA.
2. At the time of interviews candidates will be provided with an Information Sheet containing general information about the position and the Interview Team.
3. Each set of interviews will be conducted in a consistent manner, utilizing pre-determined questions and scenarios, both written and verbal. To record responses, comments and scores, an Interview Record and Evaluation Form will be used by each Member of the Interview Team; persons supported are encouraged to provide input. With internal interviews, Supervisors will share any relevant information (performance strengths or concerns) with the Interview Team. All recording Members of the Interview Team will individually rate each candidate, full results will not be discussed until final tabulations are completed. The Interview Team will determine the successful candidate.
4. Three current work related references are required for all candidates being considered. Reference checks will be completed by Human Resources or the Executive Director or designates using the "Employment Reference Check" form.
5. For potential new hires, following reference checks, the Interview Team will make their recommendation for hire. Human Resources, the Executive Director or designate will make a Conditional Offer of Employment, pending the submission of a successful Vulnerable Sector Check. The successful interview candidate will not begin their employment with Community Living-Central Huron until they have provided the Agency with the successful Vulnerable Sector Check.
6. If the Executive Director has not participated in the Interviewing Process, the Interviewing Team will advise the Executive Director of their recommendation to hire, accompanied by the reference checks, Interview Records, Letter of Application and resume for the purpose of issuing a Letter of Employment.
7. All unsuccessful candidates will be notified by Human Resources, or designate as soon as possible following interviews by telephone, when possible or in writing, inclusive of email.
8. All resumes and interview documentation/files for all competitions will be kept by Human Resources, who will then file such in a secure location.
9. Employment for all positions will be confirmed with a Letter of Employment stating: accommodations per AODA, position title, job description, start date, immediate Supervisor, starting salary, orientation details, receipt of any outstanding Acknowledgements, and any other special conditions and/or limitations which may apply. The Letter also indicates the applicant has received a copy of the Job Description, reviewed all Agency Policies & Procedures, Oath of Confidentiality and Privacy and has sought clarification from their Immediate Supervisor or Human Resources.

10. Two copies of the Letter of Employment will be provided to the successful candidate with a clause indicating acceptance of employment as described. The applicant will sign and return one copy for the Agency's personnel file. Should the successful candidate not accept the Terms of Employment and by the specified date, the Offer of Employment will be withdrawn. Also, should the successful candidate not meet all Conditions of Employment within the specified dates, the Offer of Employment will be withdrawn.
11. Any subsequent changes in the Terms of Employment shall be confirmed in writing to all employees, this does not include changes to compensation.

Staff Changes/Information

The Executive Director will inform the Board of Directors of all hires, Staff changes, terminations, leaves, etc. This information will be made known to the Board of Directors as part of the Executive Director's Report at the earliest regularly scheduled Board Meeting. As appropriate the President of the Bargaining Unit is notified of new hires and changes to job classifications.

Related Policies:

- Vision, Mission and Service Principles (A-001)
- Guiding Principles (A-002)
- Confidentiality (A-003)
- Privacy (A-004)
- Community Involvement (B-004)
- Volunteer (B-007)
- Accessibility Policy (B-009)
- Duty of Care (B-010)
- Code of Conduct (B-011)
- Section C, Support Services
- Health and Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- First Aid Policy and Procedures (D-011)
- Health and Safety Orientation Policy (D-015)
- General Policy No. 2 (E-001)
- Police Record Check (E-003)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Appraisal (E-008)
- Vehicle use (E-009)
- Employee Performance Standards Policy (E-011)
- Disciplinary Policy (E-012)
- Work Place References (E-014)
- Benefit Plans (E-017)

Other Related Documents:

- Collective Agreement, OPSEU, Local 146 - Community Living-Central Huron.