

Section: E	Policy Number: E-002	Approval Date: April 18, 1984
Subject: Hiring	Total Pages: 3	Revision Date(s): May 15, 1991; June 19, 1991; Nov. 18, 1992; May 19, 1993; March 18, 1998; May 15, 2002, Jan. 15, 2014.

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 prepare 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 resource file and/or a posting on the Services Canada website, and/or other reliable websites, will be considered prior to advertising in local newspapers. Advertisements, when used, will be placed in the following Newspapers: Goderich Signal-Star, Clinton News-Record, The Citizen (Blyth/Brussels), the Huron Expositor and extended to the London Free Press and the Kitchener/Waterloo Record if necessary. The advertisement will include, "only individuals receiving an interview will be contacted."
6. Applications will be submitted to either the relevant Coordinator/Supervisor or the Executive Director.
7. The Interviewing Team will consist of a minimum of three of the following: Board Member, Executive Director; Coordinator(s) and Senior Staff. Other Staff and/or people supported may be involved at the discretion of the Interviewing Team.
8. The Executive Director or designate will contact references and make the Offer of Employment to the successful candidate. Also, the Executive Director or designate will notify by telephone when possible, and in writing, the unsuccessful candidate(s).
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 in the resource file by Central Administration for a period of six months from the date of receipt.

Hiring Procedure:

1. The Interviewing Team will determine the number of qualified applicants to interview, establish the date and time of the interviews, and ensure candidates are notified regarding interviews.
2. Candidates will be provided at the time of interviews, with written information advising of the following Agency Policies:
 - a) Police Record Check Policy (Vulnerable Sector Check)
 - b) Vehicle Use, which includes the Third Party Insurance requirement
 - c) Reference Consent Form

As appropriate, candidates will be apprised of Union affiliation.

3. Each set of interviews will be conducted in a consistent manner, utilizing pre-determined questions and scenarios, both written and verbal. An Interview Record and Evaluation Form will be used by each Member of the Interview Team, excluding a person supported if participating, to record comments and scores. 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. For new hires, the Interview Team will make their recommendation for hire, pending successful reference checks; three work related references are required by each candidate. Reference checks will be completed using the "Employment Reference Check" form. The Executive Director or designate will make the Offer of Employment, pending a successful Vulnerable Sector Check; the successful interview candidate will not begin their employment with Community Living-Central Huron until they provide the Agency with the successful Vulnerable Sector Check.
5. 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. The most Senior Management Staff, or designate, will make the Offer of Employment [or Conditional Offer of Employment- delete] to the successful candidate.
6. All unsuccessful candidates will be notified by the Executive Director, or designate immediately by telephone, when possible and also in writing.
7. All resumes and interview documentation/files for all competitions will be returned to the Central Admin. Staff; who will then file such in a secure location.
8. Employment for all positions will be confirmed with a Letter of Employment stating: position title, start date if known, immediate Supervisor, starting salary, receipt of outstanding Acknowledgements, orientation and any other special conditions and/or limitations which may apply. The Letter will also indicate that the applicant has received a copy of and has reviewed with their immediate Supervisor, Job Description; Agency Policies & Procedures; Oath of Confidentiality; Guiding Principles; Medication Policy & Procedures; Health & Safety Document, Hepatitis B Acknowledgement, etc.

9. 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.
10. 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 hirings, Staff changes, terminations, WSIB information, 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.

Related Policies:

- Confidentiality (A-003)
- Privacy (A-004)
- Volunteer (B-007)
- Accessibility Policy (B-009)
- Health and Safety Policy Statement (D-001)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- General Policy No. 2 (E-001)
- Police Record Check (E-003)
- Employee and Volunteer Orientation Policy (E-005)
- Vehicle use (E-009)
- Work Place References (E-014)

Other Related Documents:

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