

## **OTTAWA MUNICIPAL CAMPGROUND**

### **EMPLOYEE HIRING POLICY**

#### **Policy Statement**

The Ottawa Municipal Campground (“OMC”) is committed to recruiting and maintaining a highly competent, qualified and diverse workforce through fair, transparent and equitable staffing practices. All staff appointments will be based on merit.

#### **Purpose**

Section 270(2) of the *Municipal Act, 2001* requires a local board to adopt and maintain a policy with respect to its hiring of employees. This policy establishes guiding principles for the recruitment and staffing practices of the OMC.

#### **Application**

This policy applies to all OMC staff involved in the recruitment, selection and hiring of personnel.

#### **Policy Requirements**

The recruitment and staffing guiding principles are:

- to attract, appoint and retain qualified, competent persons;
- to provide employees with opportunities for career progression and professional development;
- to provide excellent customer-service and consistent and timely delivery of staffing activities;
- to ensure all job candidates are treated fairly, equitably and confidentially.

The OMC is committed to providing quality services by establishing a workforce that reflects the diverse population it serves. The OMC encourages applications from all qualified individuals.

#### **General**

To be considered for employment, candidates must:

- be legally entitled to work in Canada;
- be of legal age;
- be able to provide proof of required education and/or job specific credentials;
- apply within the competition posting deadline.

Staffing practices will provide fair and equitable treatment of all employees and applicants, including:

- vacancies will be publicly posted except in exceptional cases with appropriate rationale;
- educational equivalencies will be promoted where appropriate on posted competitions;
- screening of candidates will be based on bona fide requirements;
- short-listing of eligible candidates will be based on specific required qualifications;
- accommodation will be provided to all candidates invited for an interview or assessment;
- interviews and assessments will be held in the official language of choice (English/French) of the candidate.

Applications will be screened based on the information provided by the candidate. The initial screening or short-listing will focus on education, qualifications, experience and specific job requirements as set out in the job competition poster.

Assessment and interview practices will be appropriate to the position being staffed, and will be consistent and fairly administered. Some positions may require a pre-test or assessment of specific qualifications. Others may have a formal interview. Some may have both.

Interviews are recommended for most positions. Formal questions will be developed based on the key duties and responsibilities as set out in the job description, and will allow for a fair and appropriate assessment of the candidate's knowledge, skills and abilities. Questions may have a behavioural, competency, technical or knowledge focus.

The OMC encourages applications from all qualified individuals. The OMC is committed to achieving equality in the workplace, providing a supportive work environment and a culture that welcomes members of designated groups.

### **Employment of Relatives**

The OMC will adhere to the following provisions in all employment related matters:

- No one shall attempt to influence the outcome of the employment process, or to influence any OMC employee to hire or promote a member of his/her family;
- No employee shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any member of his/her family;
- If a family member of an employee is an applicant for employment with the OMC or a candidate for promotion or transfer, the family member will proceed through the usual selection process with no special consideration;
- No employee shall supervise or be supervised by a family member, or be placed in a position of influence over a family member. Employees must declare to their

manager/supervisor the existence or formation of a direct or indirect supervisory/subordinate relationship with a family member;

- The Ottawa Municipal Campground Authority (the “Authority”) has a responsibility to not knowingly place employees in positions where their duties could create a conflict of interest with a family member;
- No employee shall attempt to use a family relationship for his/her personal benefit or gain.

For the purposes of this policy, a “family member” shall include, but not be limited to, the following:

- Spouse, including common-law spouses and same sex partners;
- Child, mother, father, sister, brother, grandchild, grandparent, aunt, uncle, niece and nephew;
- Mother-in-law, father-in-law, sister-in-law and brother-in-law;
- Step-mother, step-father, step-sister, step-brother and step-child;
- Child, mother or father in a relationship where the role of parent has been assumed.

### **Responsibilities**

The selection and appointment of the Campground Manager is the responsibility of the Authority which may use internal or external resources to assist it in this process. The hiring process for the Campground Manager will include the negotiation of an individual contract of employment, the terms of which will be determined by the Authority.

The Campground Manager is responsible for managing all other staffing processes, making informed decisions, and ensuring that his/her resourcing activities are guided by the OMC’s staffing principles. When managing his/her staffing activities, the Campground Manager is required to consider the principles of flexibility, affordability and efficiency.

### **Review Date**

This policy will be reviewed no later than [●].