



Hiring at the City Policy

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Department:	Human Resources
Section:	Hiring at the City
Subject:	Hiring at the City
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POLICY STATEMENT

It is the policy of the City of Barrie (the “City”) to hire the best qualified candidates for position vacancies while engaging in recruitment and selection practices that are impartial and objective. The City will ensure that the recruitment and selection of employees is conducted in an equitable, consistent, and transparent manner, and in compliance with relevant employment legislation and applicable collective agreement language. In filling position vacancies, selection decisions will be based on the required education, experience, knowledge, skills and abilities required for each position and the City will strive to recruit candidates who share in its vision, values, and mission to provide services and programs to build and support a prosperous, growing, and sustainable community.

For student recruitment, please see the applicable section below.

SCOPE

1. This policy applies to all prospective and existing employees of the City.
2. Employees covered by a collective agreement are subject to the terms and conditions in their respective collective agreements.

DEFINITIONS

Internal Candidate – An internal candidate is considered to be an individual who is currently employed by the City who wishes to be considered for different employment. This does not include employees of the Barrie Library, Barrie Police, or the Downtown Barrie Business Association (BIA).

External Candidate – An external candidate is considered to be an individual who is not currently employed by the City who wishes to be considered for employment.

Accommodation – When used in the context of hiring, it shall mean a change, adaptation, or adjustment made to the recruitment and selection process to ensure equal access to employment opportunities. This can include such things as providing extra time to a candidate to complete testing or allowing the use of an assistive device.



Hiring Manager – Is the individual who requests a vacancy/position to be filled. In most cases, the hiring manager is also the individual who the new employee will report to once the recruit is complete.

Summer Student – Is a high school or university/college student who is employed with the City between the school vacation period of April 1st to September 30th. A summer student must have attended an academic institution in the school year in which they are applying for employment and/or returning to school the following school year. Summer students are not covered by the CUPE Local 2380 Collective Agreement and are subject to the applicable non-union policies and procedures.

Co-op student – Is a student who is receiving an academic credit for a structured job experience. Co-op students performing bargaining unit work will be covered by Article 3:04 of the CUPE local 2380 Collective Agreement and are therefore subject to paying union dues. Co-op students performing non-bargaining work are subject to the applicable non-union policies and procedures.

PROCEDURE

General Parameters

1. The City of Barrie is an equal opportunity employer, and all qualified applicants will receive consideration for employment in accordance with the Ontario Human Rights Code. Accessibility accommodations are available upon request for candidates taking part in all aspects of the recruitment and selection process.

Appointment Process

1. For temporary CUPE employment opportunities that are six (6) months in duration or less, or for CUPE casual employment opportunities, the hiring manager has the ability to identify an existing employee or external candidate to fill the position without posting the vacancy. Although posting is encouraged, the hiring manager has the ability to identify an existing employee or external candidate for temporary non-union employment opportunities of any duration. In extenuating circumstances, the applicable Executive Management Team (EMT) member may approve the appointment of an existing employee or external candidate to a permanent position without a formal selection process for non-union positions.
2. For internal employee appointments, the hiring manager will complete an Employee Change Form and submit to Human Resources. For external candidate appointments, the hiring manager will first complete a Request to Hire Form. Once required approvals have been obtained, a member of the Talent Acquisition Team will complete the Employee Activation Form and send the new employee an employment contract and onboarding package through DocuSign.
3. The hiring manager will confirm that the candidate meets the required credentials for the position on the applicable forms noted above or indicate the credentials that they are required to achieve as a condition of employment. The Talent Acquisition Team Lead will consult with the hiring manager prior to the appointment to provide assistance with the employment offer process.



Job Posting Process

1. To initiate the hiring process, a Request to Hire Form must be completed by the hiring manager, circulated for required approvals, and then forwarded to the Talent Acquisition Team in Human Resources for final review and to assign a Talent Acquisition Team Lead. The Talent Acquisition Team Lead will ensure the Request to Hire Form is fully completed, and all appropriate approvals are included prior to proceeding with the recruitment and selection process.
2. At the discretion of the hiring manager, the decision to utilize the overall results of a previous recruit for a current vacancy in the same position may be contemplated in advance of deciding to post the position provided the vacancy occurs within three (3) months of original posting closing date. If the decision is made to utilize the overall results of the previous recruit, the position will not be posted and the recruitment and selection process to fill the new vacancy shall be initiated within this three (3) month timeframe and the remaining recruitment stages will be completed in accordance with this policy.
3. When preparing a job posting, the Talent Acquisition Team Lead will consult with the hiring manager to confirm that the required qualifications for the position including education, experience, knowledge, skills, and abilities, remain as documented in the job description. If there are major changes to be made to the job description, including any changes to the minimum qualifications, the hiring manager will work in consultation with the HR Compensation Team to determine if the position requires a job re-evaluation. If not, the Talent Acquisition Team Lead will proceed with posting the position once the HR Compensation Team confirms the job description has been updated and finalized. If the job requires a re-evaluation, the Talent Acquisition Team Lead will wait to confirm the results of this process prior to posting. In extenuating circumstances, the position may be posted utilizing the last approved job description indicating that the position is “under review”.
4. The Talent Acquisition Team Lead will work with the hiring manager to determine appropriate posting and recruitment strategies and ensure that comprehensive recruitment methods are utilized to access qualified applicant pools.

Applicant Screening

1. The Talent Acquisition Team Lead will provide the hiring manager with access to all received applications. The hiring manager will shortlist the applications based on the required minimum qualifications as outlined in the job posting/job description and consider the Education Equivalency Policy and Development Status Policy, where applicable, and submit the shortlist to the Talent Acquisition Team Lead for review.
2. If the hiring manager concludes that an internal applicant will not be considered, they will notify the Talent Acquisition Team Lead and provide a rationale for the decision. The Talent Acquisition Team Lead will then contact the internal applicant to explain the rationale for not moving forward with their application.
3. While it is the goal to hire a fully qualified candidate, the hiring manager may consider, in consultation with the Talent Acquisition Team Lead, to include candidates who may be close meeting all of the minimum qualifications for the position. Should qualified and under qualified



candidates both be considered, fully qualified candidates will be given first consideration. For more information on hiring candidates who do not meet the minimum qualifications, please refer to the Development Status Policy and/or Education Equivalency Policy.

4. Candidates who submit their application for an employment opportunity while employed with the City and subsequently leave the employ of the City (for reasons other than termination) prior to the selection process, will be considered but not guaranteed the opportunity to participate in the recruitment process. Consideration for re-employment will adhere to the guidelines outlined in the Re-Employment Policy.

Selection Process

1. In partnership with the Talent Acquisition Team Lead, the hiring manager and any applicable subject matter experts, will determine and develop what employment assessments will be conducted in accordance with the Employment Assessments Policy.
2. The selection committee should typically consist of the hiring manager and at least one (1) of the following:
 - a. A non-union peer of the hiring manager within the department or division/strategic portfolio,
 - b. A non-union subject matter expert from within the City, or
 - c. A representative of the Human Resources Department.

Should an alternate representative be required to participate in the selection process, such as a unionized employee for a non-union vacancy or a member of council, please consult with the Talent Acquisition Team Lead for further guidance and advice.

3. The Selection committee for the Chief Administrative Officer position will consist of the Mayor and the Chairs of the Reference Committees or their designate(s). The Selection committee will comprise a maximum of four (4) Council members, excluding the Mayor. The Director of Human Resources will offer support and assistance to the Selection Committee. If necessary, the Mayor has the authority to modify the composition of the selection committee by tabling the matter as an item for discussion.
4. Every effort will be made to ensure that all applicants who are interviewed for an employment opportunity will be interviewed by the same selection committee and undergo the same assessment process. Should there be extenuating circumstances that prevents this from happening, the Talent Acquisition Team Lead and hiring manager will endeavour to keep the process as consistent as possible.
5. The Talent Acquisition Team Lead or designate will schedule interviews, arrange and facilitate assessments, prepare the interview packages, and provide all necessary correspondence to each candidate. All candidates invited to participate in the recruitment process for an employment opportunity with the City will be informed they may request an accessibility accommodation if required. For more information on accommodations, please refer to the Recruitment Accommodation Policy.



Selection Decision and Reference Check

1. Once the interviews and other assessments have been completed, the selection committee will record, score, and compare the results. The hiring manager will then follow up with the Talent Acquisition Team Lead to provide the results and associated documentation. Once the Talent Acquisition Team Lead verifies and confirms the overall results with the hiring manager, and establishes the employment offer details, the Talent Acquisition Team Lead will proceed to contact the preferred candidate.
2. For internal candidates, the Talent Acquisition Team Lead will notify the preferred candidate that their application has advanced to the next stage of the recruitment process and request the candidate's credentials before presenting the preferred candidate with an employment offer. Once the credentials have been received and verified, the Talent Acquisition Team Lead will proceed in extending an employment offer to the preferred candidate.
3. For external candidates, the Talent Acquisition Team Lead will notify the preferred candidate that their application has advanced to the next stage of the recruitment process and request the completion of reference checks and request the candidate's credentials. The Talent Acquisition Team Lead will initiate the reference checking process in accordance with the Reference Checks Policy. Provided the hiring manager is satisfied with the completed reference checks, and credentials have been received and verified, the Talent Acquisition Team Lead will proceed in extending an employment offer to the preferred candidate, which will be conditional on the submission of an applicable Police Record Check. The results of the Police Record Check will be used in the selection process to determine final suitability for employment and will be accordance with the Police Record Check Policy.
4. For the positions of City Clerk (Director of Legislative and Court Services), Treasurer (Director of Finance), and Fire Chief (Director of Barrie Fire and Emergency Service), the Selection Committee will recommend its preferred candidate for approval and appointment by way of a Staff Report.
5. For the position of Chief Administrative Officer, the Selection Committee will make a recommendation of candidacy to General Committee by way of a motion.

Employment Offer

1. The candidate will be contacted by the Talent Acquisition Team Lead to inform them that they are the preferred candidate and details of the employment offer will be shared. The Talent Acquisition Team Lead will then send the candidate an employment contract which will include all terms and conditions of employment for their review and signature. The candidate may request a reasonable amount of time to consider the employment offer prior to accepting but preferably not to exceed five (5) days.
2. Should a candidate return with alternate requests, additional approvals, as required, will be sought by the Talent Acquisition Team Lead. Any deviation from the Vacation Entitlement Procedure and Salary Administration Procedure with respect to employment offers will be subject to the approval of the applicable Department Director, applicable EMT member, and Director of Human Resources.



3. Once an offer of employment has been accepted, the Talent Acquisition Team Lead will notify the hiring manager and contact all unsuccessful candidates to inform them that they were not successful and provide general feedback, as requested. Should the candidate request additional feedback, the Talent Acquisition Team Lead will consult with the hiring manager to assist in providing further information. Once all unsuccessful candidates have been notified, the department may issue an announcement as deemed appropriate introducing the new employee.
4. The hiring manager will formalize the outcome of the recruit by preparing and obtaining approvals through the submission of an Employee Change Form for an existing employee. For new employees, the Talent Acquisition Team Lead will complete the Employee Activation Form and send the new employee an onboarding package through DocuSign.
5. Should an employment offer not be accepted, the selection committee will be consulted and an alternative candidate and/or re-advertisement of the position may be identified. Should an alternate candidate be identified the Talent Acquisition Team Lead will establish the employment offer details, prior to proceeding.

Student (Summer and Co-op) Recruitment Process

The City believes in providing opportunities for students to apply their education in the field they are studying and/or to gain valuable hands-on work experience during the school vacation period as a means to create future applicant pools.

1. Should the hiring manager wish to appoint an internal employee to a student position, an Employee Change Form must be completed and submitted to Human Resources. For external candidates, the hiring manager will complete a Request to Hire Form in order to initiate the hiring process.
2. Once the Request to Hire Form has been received, the Talent Acquisition Team Lead will inform the hiring manager when they can proceed with the recruit. If the position is to be advertised, the Talent Acquisition Team Lead will post the position to the external website and the hiring manager will make arrangements to advertise the position with any applicable academic institutions.
3. It is not necessary to involve the Human Resources Department in a summer student or co-op student recruit; however, it is important that the hiring manager adhere to this Policy and associated procedures and steps outlined above.
4. Once a preferred candidate has been identified, the hiring department will contact the candidate to offer the position. The hiring manager will then complete an Employee Activation Form and submit to Human Resources in advance of the new employees first day. A member of Human Resources will then send the candidate an employment contract which will include all terms and conditions of employment for their review and signature and will send the new employee an onboarding package through DocuSign.



RESPONSIBILITIES

Department Management

It is the responsibility of the Department Management to:

- a. Understand and comply with the policy associated with Hiring at the City;
- b. Identify members of the selection committee who will participate in the process;
- c. Maintain confidentiality throughout the process;
- d. Ensure proper documentation and record keeping throughout the process; and
- e. Disclose if there is a conflict of interest in accordance with the Anti-Nepotism Policy

Human Resources

It is the responsibility of the Human Resources Department to:

- a. Provide guidance and advice with the policy associated with Hiring at the City;
- b. Maintain confidentiality throughout the process;
- c. Provide overall coordination of the recruitment and selection process;
- d. Ensure all assessment tools are equitable, objective, and based on the bona fide occupational requirements of the position;
- e. Provide accessibility accommodations throughout the entire recruitment and selection process, as required;
- f. Ensure proper documentation and record keeping throughout the process; and
- g. Disclose if there is a conflict of interest in accordance with the Anti-Nepotism Policy.

REFERENCES AND RELATED DOCUMENTS

- a. Anti-Nepotism Policy
- b. Candidate Pool Policy
- c. Complex Recruitment Policy
- d. Development Status Policy
- e. Education Equivalency Policy
- f. Employment Assessment Policy
- g. Police Record Check Policy
- h. Pre-Employment Medical Evaluation Policy
- i. Probationary Period Policy
- j. Recruitment Accommodation Policy
- k. Re-Employment Policy
- l. Reference Checks Policy
- m. Salary Administration Procedure
- n. Vacation Entitlement Procedure
- o. Employee Change Form
- p. Request to Hire Form
- q. BPPFA Collective Agreement
- s. CUPE Local 2380 Collective Agreement
- r. *Accessibility for Ontarians with Disabilities Act*
- s. *Ontario Human Rights Code*
- t. *Municipal Act*