

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-03
POLICY: Recruitment			
DATE: NOV30/94	REV. DATE: MAR 26/08	COVERAGE: All Employees	PAGE #: 1 of 4

POLICY STATEMENT:

The County of Renfrew adopts the following procedures for recruitment to facilitate consistent and fair hiring practices.

PROCEDURE:

1. The County's recruitment policy includes the following:
 - (a) interview expenses;
 - (b) hiring of relatives;
 - (c) re-employment of ex-employees;
 - (d) employment in more than one department;
 - (e) reference checks;
 - (f) criminal record checks and pardoned sexual offenders database check;
 - (g) Ministry of Transportation of Ontario Driver's Abstract for Public Works Department prospective employees; and
 - (h) moving expenses.

2. The following applies to interview expenses:
 - (a) applicants selected for interviewing purposes may, at the discretion of the Recruitment Committee, be reimbursed for out-of-pocket expenses incurred to attend the interview;.

3. The following apply to the hiring of relatives (all categories of employees):
 - (a) the County will avoid any practice that may give rise to conflicts or difficulties for Supervisors, co-workers, and subordinates when recruiting, maintaining order, maintaining discipline, and terminating employees when an employee is aware that the Supervisor, co-worker, or subordinate is a relative of another employee;

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-03
POLICY: Recruitment			
DATE: NOV30/94	REV. DATE: MAR 26/08	COVERAGE: All Employees	PAGE #: 2 of 4

- (b) for the purpose of this policy, a 'relative' is defined as a spouse, child, or parent of an employee or member of Council; this includes step-relationships and in-law-relationships as they pertain to the above definition;
- (c) no recruitment of an individual will take place in a Department in which a relative of that person is a supervisor of, or may be supervised by, the applicant **without prior approval of the Chief Administrative Officer**; and
- (d) recruitment of a relative is permissible provided that the Department Head can establish the following:
- (i) that standard competition procedures were not circumvented;
 - (ii) that the applicant is the most qualified;
 - (iii) that no undue influence was exerted on the recruiting Supervisor; and
 - (iv) that no potential conflicts or difficulties appear to exist.
4. **Approval from the Director of Human Resources and the Chief Administrative Officer must occur prior to any commitment of employment to an ex-full-time or ex-part-time employee.**
5. The following applies to employment in more than one department:
- (a) a part-time employee required to work shifts or be on call cannot be employed in more than one department of the County.
6. The following apply to employment in the Public Works Department:
- (a) all prospective employees are required to obtain and provide a *Ministry of Transportation of Ontario Driver's Abstract*. Any costs associated with obtaining a *Driver's Abstract* are the sole responsibility of the prospective employee; and
 - (b) all employees of the Public Works **Garages** must hold a valid Ontario Driver's License in the class/classes required for the responsibilities of their position.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-03
POLICY: Recruitment			
DATE: NOV30/94	REV. DATE: MAR 26/08	COVERAGE: All Employees	PAGE #: 3 of 4

7. The following apply to reference checks:
 - (a) reference checks are conducted to obtain additional or substantiating information concerning an applicant;
 - (b) professional reference checks are undertaken on all prospective employees by the **Recruiting** Department or designate prior to any offer of employment (verbal or written); and
 - (c) a reference check is not conducted without first obtaining the written authorization of the applicant.

8. The following apply to criminal record checks **(and pardoned sexual offenders database check for positions working with vulnerable persons)** for prospective employees:
 - (a) all prospective employees are required to obtain and provide a criminal record check/police record check **(and pardoned sexual offenders database check)** from the police force responsible for the jurisdiction of their current place of residence (see policy A-07 for more information);
 - (b) any costs associated with obtaining a criminal record check/police record check **(pardoned sexual offenders database check)** are the sole responsibility of the prospective employee; and
 - (c) the offer of employment is conditional upon successful completion of a criminal record check/police record check **(pardoned sexual offenders database check)**.

9. The following apply to moving expenses (full-time employees only):
 - (a) an employee of the County who is required to move from one municipality to another at the County's request (within County boundaries) is reimbursed for actual moving costs only;
 - (b) on the recommendation of the Recruitment Committee, new recruits may be eligible for moving expense assistance if they reside outside of Renfrew County; subject to the approval of the Chief Administrative Officer/Clerk;
 - (c) up to three (3) credible quotes from moving companies must be submitted and reimbursement is limited to 50% of the lowest of the three quotes to a maximum of

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-03
POLICY: Recruitment			
DATE: NOV30/94	REV. DATE: MAR 26/08	COVERAGE: All Employees	PAGE #: 4 of 4

\$7,500.00; the quotes must reflect the individual's, and/or individual's immediate family's, personal and household effects only;

- (d) any variation to this policy is referred to the Finance and Administration Committee for consideration; and
- (e) claims are submitted through the Department Head to the Director of Human Resources who forwards the claims, with appropriate comments, to Finance for processing.