The Corporation of the Township of Brock

Hiring Policy

September, 2004

Hiring Policy – Township of Brock

Legislative Authority

Section 270 of the *Municipal Act*, S.O. 2001, as amended, requires municipalities and local boards to adopt a policy with respect to the hiring of its employees, including policies with respect to:

a)   the hiring of relatives of a member of Council or local board, as the case may be;

b)   the hiring of relatives of existing employees of the municipality or local board, as the case may be; and,

c)   any other prescribed matter.

Purpose

The purpose of the Township of Brock Hiring Policy is to ensure that:

a)   employment related decisions with respect to relatives are conducted in an open and transparent manner which is free from real and/or perceived conflicts of interest;

b)   the public has confidence in the integrity of the Corporation's hiring polices and practices; and,

c)   public expectations of conduct are upheld by the Corporation.

Application

This policy applies to the members of Council, members of local boards, and all employees.

Furthermore, this policy applies to the hiring of all potential employees of the Corporation regardless of the tenure of employment (i.e. full-time, part-time, and seasonal/casual)

Policy Description

It shall be the policy of the Corporation of the Township of Brock that relatives of the members of Council, members of local boards, and employees shall be prohibited from employment by the Corporation where:

a)   they would supervised by, or subordinate to, one another (direct reporting relationship);

b)   they would be given preferential treatment in the recruitment and/or selection for vacancies within the Corporation; and,

c)   they would be appointed to positions where job responsibilities would be incompatible with positions occupied by relatives.

The Corporation recognizes that broader family relationships (relatives) and close personal relationships exist which may give rise to concerns of real and/or perceived conflicts of interest. Therefore, it shall be the policy of the Corporation of the Township of Brock that:

d)   members of Council, members of local boards, and employees who find themselves in such situations must be sensitive to these concerns and govern themselves in such a manner which reinforces the objects and intent of this policy.

Definitions

a)   Corporation:

        Shall mean the Corporation of the Township of Brock

b)   Direct Reporting Relationship:

        A relationship in which a member of Council, member of a local board, or employee has the authority to:

- Approve or deny increments, overtime or negotiate salary level;
- Conduct performance appraisals;
- Administer discipline; or
- Direct work assignments

        with respect to an employee.

c)   Relative:

Shall mean a member of Council, member of a local board, or an employee's spouse, same-sex partner, parent, or child. For greater clarity:

Child: Shall mean a child born within or outside marriage, and includes an adopted child, and a person who a parent has demonstrated a settled intention to treat as a child of his or her family.

Parent: Shall mean a person who has demonstrated a settled intention to treat a child as a member of his or her family, whether or not that person is the natural parent of the child.

Same-sex Partner: Shall mean the person with whom a person of the same sex is living in a conjugal relationship outside marriage.

Spouse: Shall mean a person to whom the person of the opposite sex is married or with whom the person is living in a conjugal relationship outside marriage.

Implementation

This policy shall be implemented by all employees and/or members of Council who are responsible for the hiring of prospective employees.

Compliance

Failure on the part of an employee to comply with this policy may result in disciplinary measures up to and including dismissal. Contraventions on the part of the members of Council shall be referred to the Administration & Personnel Committee for resolution.