



Policy Name: Hiring Policy

Policy Number: CP-04

Effective Date: February 9, 2026 (adopted by By-law 014-2026)

Revised Date:

Purpose:

The Municipality of Thames Centre is committed to establishing a fair, effective and transparent process to attract, retain and develop the best qualified employees and meet the staffing requirements of the Municipality. Candidates will be selected on the requirements listed in the approved job description, with consideration to the applicant's educational, technical qualifications, experience and aptitude for the position.

Scope

All employees of the Municipality of Thames Centre, including paid on-call firefighters.

Policy:

Employment Criteria

All employees must be at or over the age of 16 at the start of their employment, with the exception of Community Services and Facilities department, which must be at least 15 years of age.

General Hiring Process

Part-time, contract and seasonal positions: The Department Head, a representative from Human Resources and/or designate are authorized to interview and hire the employee. Seasonal employees, returning to the same position, do not require an interview, unless deemed necessary by the Department Head. Applicants are required to sign an offer letter outlining the conditions of their employment with the Municipality. At the discretion of the Department Head, short-term contracts for less than six (6) months do not have to be posted.

Full-time positions: Management must short-list the applications to between three (3) and five (5) at their own discretion. Those applicants on the short-list shall be interviewed by the Department Head or designate and a representative from Human Resources or designate. Human Resources shall check the references prior to an offer of employment being extended. The Department Head shall notify the CAO to share with Council once the hiring is completed.

Department Head positions: Council shall appoint a hiring committee consisting of the CAO, Human Resources, the Mayor or designate and another department head who

shall review and short-list the applications, interview the suitable candidates, check references and select a preferred candidate. The CAO will recommend the preferred candidate to Council for approval.

CAO position: A hiring committee (at the Mayor and Council's discretion) consisting of a representative from Human Resources and at least three (3) members of Council shall be appointed. The Committee shall review the applications and choose no less than three (3) and no more than (5) candidates for Council to interview for selection and approval. Council may determine if an outside consultant is required to facilitate or participate in the interview process for the CAO position.

Once a position has been filled, all candidates that have been interviewed will be notified within a reasonable timeframe.

Advertising Process

Positions will be posted internally for a minimum of seven (7) calendar days concurrent with any external advertising deemed appropriate by the Department Head and/or CAO. Part-time and Seasonal hirings are not required to be posted internally but may be done at the discretion of the Department Head.

Each job posting must include the salary range for the position and must adhere to the ESA (Employment Standards Act) hiring requirements. This includes complying with applicable employment laws, non-discrimination policies, and any specific qualifications or certifications required for the role as mandated by ESA standards.

Where there is a use of artificial intelligence (AI) to screen, assess, or select applicants for a position, the posting will include a statement disclosing the use of AI.

Internal Applicants

Wherever possible, the Municipality will strive to fill vacant positions through internal promotion and transfer. The company is committed to offering opportunities for career growth and engagement by helping employees improve career skills and reach their professional goals.

To be considered for any open position, employees must have completed their probationary period and submit an application for the role.

Internal applicants will be subject to the same hiring process and requirements external candidates, as outlined in this policy.

Internal candidates who meet the qualifications will be invited to proceed through the hiring process and may be considered along with external candidates.

Internal applicants who are not selected to move to the next stage of the process will be notified by Human Resources through e-mail.

Probationary Period

Newly hired and internal employees are subject to a probationary period as outlined in the employment contract agreement or offer letter.

Hiring of Relatives

A Related Person, for the purpose of this policy, is defined as a person's spouse through marriage or common law, parent, child or sibling and includes the corresponding step or in-law relationships.

A Related Person cannot work in a position in which an Employee directly supervises and/or is able to influence the working relationship of the Related Person or would otherwise create a perceived conflict of interest. Examples of influence include, but are not limited to the following:

- a) Participating in a panel interview
- b) Participating in the areas of:
 - c) Compensation and benefits
 - d) Designation of duties
 - e) Hiring or Promotions
 - f) Handling complaint processes
 - g) Discipline and terminations
 - h) Approving expenses or overtime
- i) Having access to confidential information pertaining to the Related Person

This policy prohibits the hiring of relatives of members (i.e., a Related Person) of Council while the member is in office.

Potential conflicts of interest are to be reported to Human Resources and the CAO for determination, prior to a hiring decision being made, whose decision will be final and binding.

Conformity with this policy requires that relationships be disclosed prior to acceptance of employment with the Municipality and subsequent relationships are to be reported to Human Resources and the CAO. No employee will suffer termination through the terms of this article if a familial relation develops during the tenure of employment. Should any violation of this policy occur, the Department Head, Human Resources and CAO, in consultation with the employees directly affected will review the circumstances of the reporting relationship and attempt to rectify the situation. Any resultant action will not violate either affected employee's rights as established in applicable Ontario law.

Fire Services is an exemption from the above-noted requirements.

Any consensual relationships with an existing employee of The Municipality of Thames Centre must be disclosed to Human Resources at the onset of the hiring process.

Background Checks

The provision of a vulnerable sector check or a police record check is required prior to the first day of employment for all employees, as per the Criminal Reference Check Policy. Job postings will clearly list where a police record check or vulnerable sector check is required; and in all cases the Municipality will obtain the individual's consent to conduct the check. Vulnerable Sector checks must be provided within 60 days of receiving a written offer of employment. All other record checks must be provided one (1) week prior to the first day of employment. The candidate will pay any associated costs for the criminal record check.

Driver's Abstract

Candidates using a Municipal vehicle as part of their specified duties are to provide a clean Driver's Abstract one (1) week prior to the first day of employment. A commercial vehicle operator's registration (CVOR) is required for employees that operate a commercial motor vehicle. The candidate will pay all associated costs.

Employees are to report any changes to their Driver's Abstract immediately to their supervisor. After hire, the Municipality may obtain a Driver's Abstract at any time, at minimum on an annual basis and/or ask employees to complete an Annual Disclosure of offences. The loss of a driver's license, failure to disclose changes or provide an abstract may result in disciplinary action or termination.

References

The Municipality will obtain a minimum of two references prior to offering employment unless there are extenuating circumstances (e.g., rehire of a previous employee, a student that has not held previous employment). These circumstances should be discussed with Human Resources and the applicable Director. Ideally the reference should be from a current/former supervisor or manager that has direct knowledge of the candidate's performance.

Offer of Employment

Following the interview process, candidates will be advised that they have been selected for the position, and that an offer of employment will be extended. Exact details of the employment agreement will be followed up in writing and provided to the candidate.

This offer of employment is conditional upon the results of any background checks conducted by the Municipality (including reference checks, verification of credentials, driver's abstract, CVOR, Vulnerable Sector Check and a police record check), which must be satisfactory to the Municipality in its sole discretion and provided prior to the first day of employment. The Municipality may have an employee to begin working before this condition is satisfied, but this will not constitute a waiver of the condition. Should the Municipality subsequently receive unsatisfactory results with respect to any

outstanding check, employment will be deemed to be immediately terminated for cause.

New employees are required to sign back an offer of employment when accepting a position with the Municipality prior to starting in their role.

Records Retention

The Employer will maintain accurate and comprehensive employee files. A separate employee file is maintained for every employee and is referred to as the 'Employee File of Reference'. Employee records will be maintained in accordance with the current municipal records retention by-law and applicable legislation.

Personal information of applicants and successful candidates in the Municipality's custody or control is subject to the Municipal Freedom of Information and Protection of Privacy Act.

Copies of all publicly advertised job postings will be retained for three (3) years after access to the postings by the general public has been removed.

Employees are responsible to ensure that any change to their personal information is forwarded to Human Resources. Changes of this nature may include but are not limited to:

- Name
- Emergency Contact
- Benefits – Employees must contact our benefits carrier directly
- Pregnancy and Parental Leaves
- Marital Status or addition/removal of dependents – notify our benefits carrier directly and the Municipality
- Banking and Tax Information
- Address, Telephone Number, etc.
- Training and Education
- Leaves of Absence
- Background Checks

Policy Review

This policy will be reviewed every four (4) years or as necessary.