
**THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT
POLICIES AND PROCEDURES**

Title: Recruitment /Hiring Policy for Seasonal Employees, Students (employed during the school vacation period), Arena and all other Facilities Attendants	Date Issued: April 2, 2012 Effective Date: <u>April 2, 2012</u>
Resolution No. <u>086/2012</u>	Department: ALL

Purpose

The Township of South Stormont wishes to outline its hiring procedures for seasonal employees, students employed during the school vacation period, arena and all other facilities attendants. The Township of South Stormont is an equal opportunity employer. If the singular, masculine or feminine is used, it should be considered as if the plural, feminine or masculine has been used where the context so requires.

Scope

This policy applies to all seasonal employees, students employed during the school vacation period, arena and all other facilities attendants' positions. These positions are part-time, non-unionized, hourly paid employees of the Township of South Stormont. Benefits are not applicable to these positions.

PROCEDURES / PRACTICE:

1. Qualifications, skill and ability are the main criteria for selecting employees for positions that are available / vacant.
2. When qualifications, skill and ability are deemed to be equal, preference will be given to a Township of South Stormont resident.
3. Preference will not be given to a relative of a full-time employee of the Township of South Stormont. The definition of a relative includes spouse, children, father, mother, sister or brother whether legal or blood. However, if a relative is hired due to qualifications, skill and ability, and if the circumstance of a particular situation require it, the Township of South Stormont will exercise its discretion, without discrimination, as to where the employee will work (i.e. no direct reporting).

4. Preference will be given to employees that are pursuing their education on a full-time basis in recognized courses of study leading to a degree or certification (college or university).
5. The employment term for the hiring of an employee is expected to be for a term of two (2) years of consecutive hours (i.e. regular hours at thirty-five plus (35+) per week), specifically in one (1) position and during the summer vacation months. A probationary period applies to all employees.
6. It is recognized that certain positions require specific training and therefore these employees are expected to be employed for a longer term, and beyond the two (2) years.
7. It is the practice of the Township of South Stormont to pay all seasonal employees by direct deposit on a bi-weekly basis. A weekly time sheet is required and shall be approved by the immediate supervisor.
8. Performance appraisals/evaluations will be retained on file at the Township of South Stormont and should be completed prior to the end of the employment term.
9. For hiring purposes, the interview panel shall consist of the applicable department manager and support staff member(s), and may include a member of Council. Council will authorize the final hiring approval.

Method of Recruiting:

1. Council is to be made aware of the notice of posting(s).
2. Position(s) will be posted at South Stormont Town Hall and in any other location deemed appropriate by the Corporation. This may include the website and a local paper having general circulation.
3. Postings shall be advertised for a minimum of seven (7) calendar days, where practicable, and applicants must submit a written resume/application to the Corporation to the attention of Human Resources.
4. Postings shall, as much as practicable, contain information such as the nature of the position, qualifications, required knowledge and education. This information may be listed in an available job description including shift work, wage and term.
5. Late applications will not be accepted.
6. The Township of South Stormont may create a short list and all applicants will not be interviewed and/or contacted.
7. Resumes will remain on file for a period not greater than six (6) months.

For further information, contact:
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