

CORPORATION TOWN OF SMOOTH ROCK FALLS
BY-LAW #2004-33

***Being a by-law to establish hiring procedures and regulations for the Corporation of
the Town of Smooth Rock Falls***

WHEREAS Section 270(1) requires the Council of the Corporation of Smooth Rock Falls to adopt by-laws with respect to the hiring of its employees.

AND WHEREAS the Council of the Corporation of the Town of Smooth Rock Falls deems it desirable to establish procedures and regulations for the hiring of its employees.

AND WHEREAS the employee while employed by the Town must reside in Smooth Rock Falls. Any breach of the term of this section is a material breach of this by-law and is therefore subject to automatic termination of employment.

NOW THEREFORE the Council of the Corporation of the Town of Smooth Rock Falls enacts as follows:

1. Definitions

In this by-law:

‘permanent employee’ shall mean an employee of the municipality who works a normal full-time work week, defined as no less than 32 hours per week, for the class to which the employee belongs, or for a comparable class and regularly works 52 weeks per year.

‘full-time student’ shall mean a student who is taking at least 12 semester hours of work in a regular semester, at least 6 hours of work in a summer session, or at least 6 hours in an eight week term.

‘family members’ shall mean a brother, sister, mother, father, daughter, son, cousins, aunts, uncles, grandparents, niece or nephew.

‘municipality’ shall mean the Corporation of the Town of Smooth Rock Falls.

‘council’ shall mean the Council of the Corporation of the Town of Smooth Rock Falls.

2. Procedure for the hiring of the Administrator/Clerk

A posting for the job position will be advertised in a weekly newspaper with a regional coverage and the Municipal World for a minimum of 2 consecutive weeks. A hiring committee will then perform interviews with the chosen candidates which will then be brought to Council, in closed session, for the hiring of the employee. If no applications are received or if no candidates meeting the required credentials apply for the position, council may decide to extend the posting with different credentials.

3. Procedure for the hiring of a Department Head

A posting for the job position will be advertised in a weekly newspaper with a regional coverage and the Municipal World for a minimum of 2 consecutive weeks. A hiring committee will then perform interviews with the chosen candidates which will then be brought to council, in closed session, for the hiring of the employee. If no applications are received or if no candidates meeting the required credentials apply for the posting, council may decide to extend the posting with different credentials.

4. Procedure for the hiring of permanent and casual/part-time employees

A posting for the job position will be advertised in a weekly newspaper with a regional coverage for a minimum of 2 consecutive weeks. A hiring committee will then perform interviews with the chosen candidates which will then be brought to the Administrator for the hiring of the employee. If no applications are received or if no candidates meeting the required credentials apply for the posting, council may decide to extend the posting with different credentials.

5. Procedure for the hiring of a unionized employee

In the case of the replacement of a unionized employee, the hiring process described in #4 will take place in accordance with the Union Collective Agreement.

6. Summer Parks Students

Applications for summer student jobs shall be available as of January 1 of every year. Applications shall be submitted to the Administration office. Only students attending post secondary educational institutions on a full-time basis will be considered for hiring. Students selected will be required to provide proof of acceptance and forth-coming attendance at a post secondary educational institution. Summer students will only be hired for a maximum of four (4) summers. All summer students will be considered under the following criteria:

- a) 4th year University or over
- b) 3rd year University or College
- c) 2nd year University or College
- d) 1st year University or College
- e) Grade 13
- f) Grade 12

Names of candidates will be listed according to their educational status. A randomized draw of the submitted applications according to educational status will be conducted in the presence of the Administrator/Clerk or alternate. Each name and the order in which it was drawn will be recorded on a list that will be used to determine the selection of

qualified candidates for the available positions. The first name drawn will be the first name called, and so on.

Positions for hire will be listed in order of highest paying to lowest paying. Highest paying position will be filled first from the list of new students. The position will be awarded to the first person on the list that meets the required qualifications subsequent positions will be filled in the same manner (next highest position to first qualified student).

Only students whose primary residence address is situated within the Town limits of Smooth Rock Falls will be considered.

In the event that a student employee is terminated from or terminates employment before the end of the summer employment season, the department will, if it is determined that the position needs to be filled, contact the name in the order of the draw.

All students are responsible for any clothing requirements, ex: safety boots, etc...

7. Procedure for the hiring of pool and administration students

Applications for summer pool and administration students shall be available as of January 1 of every year. Applications shall be submitted to the Administration office. Students will be chosen upon their qualifications for the position. For example, the student with the most experience and the most qualifications will be chosen first for the position of Aquatic Director, and so on. Students for the positions will be chosen by the Administrator after careful review of their qualifications.

Only students whose primary residence address is situated within the Town limits of Smooth Rock Falls will be considered.

8. Family Members

All council members or personnel implicated in the selection process of a posting should declare conflict of interest in the case of a family member. Where possible, an employee should not be supervised by a supervisor who is a family member in the case of favoritism; however, an employer must not discriminate a candidate by refusing him or her an employment with the municipality because of family relations.

Read a second and third time and passed in open Council this 13th day of December, 2004.

Réjeanne Demeules
MAYOR

Patrice Cyr
CLERK