

## HUMAN RESOURCES CODE

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### 4 EMPLOYEE SELECTION & ASSIGNMENT

#### 4.1 RESPONSIBILITY FOR HIRING

The Executive Director is ultimately responsible for hiring and may delegate as appropriate. Hiring procedures must follow those outlined in the Hiring Manual.

#### 4.2 GUIDELINES FOR HIRING

##### 4.2.1 FULL TIME STAFF HIRING

###### A. **Recruitment and Job Posting**

The recruitment, job posting and hiring process will reflect LAMP's Inclusion Policy and LAMP'S commitment to equal employment opportunity. Recruitment shall be in accordance with the *Ontario Human Rights Code* and shall ensure that every person is treated without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.

Notwithstanding the previous paragraph, it may be necessary to make an official request to the Human Rights Commission to deviate from the regulation when program design requires hiring staff with specific backgrounds or characteristics.

In keeping with LAMP's Inclusion Policy, LAMP will actively recruit candidates that:

- Are representative of the racial and ethnic population of the community and/or have second language capabilities; have visible or invisible disability; represent the community in terms of age, gender, and sexual orientation
- Possess sensitivity, skills and experience working in a community-based inclusive environment.

###### B. **Position Descriptions**

Position descriptions are the framework describing LAMP's expectations of the employee. They include job-specific responsibilities and reporting relationship(s), as well as generic organizational and ethical responsibilities. They include only the bona fide requirements of the job. They follow a prescribed format (see the Hiring Manual).

Position descriptions provide the baseline for:

- Selection/hiring
- Job classification/salary or wages
- Performance appraisal

They are reviewed when responsibilities change and when an employee leaves the organization.

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#### 4.2.1 FULL TIME STAFF HIRING (continued)

##### C. Job Postings

All job vacancies for salaried staff shall be subject to competition unless the Administration/Human Resources Manager approves an exception.

Internal applicants for posted positions shall receive serious consideration by the hiring committee. (Internal applicants are: full-time permanent staff, part-time permanent staff and full-time contract staff who have satisfactorily completed 6 months of service.) Internal applicants who meet the requirements of the position will be interviewed and advised whether their application has been successful.

In the event that there is no successful internal applicant, the position will be posted externally.

For positions that require certification, licensing or special training, the vacancy may be posted internally and externally simultaneously.

##### D. Fairness

Each person interviewed for a particular job vacancy shall be subject to the same hiring procedure, i.e. every attempt will be made to keep the general approach and the interview questions uniform. An interviewing procedure will be developed prior to any interviews taking place. Conflicts of interest will be declared as soon as they become apparent. Family members of employees may apply for positions at LAMP. However, no conflict of interest in the hiring process in the terms of the contract or in the supervisory relationship will be tolerated. Therefore a family member would not serve on the hiring team or as the supervisor.

(Note: A “conflict of interest” is defined in LAMP’s By-Law as a situation where someone’s personal interests are in conflict with the best interests of LAMP and may occur when someone or one of their family or household members provides or receives, directly or indirectly, personal gain, advantage or privilege. A “perceived conflict of interest” exists when it would be reasonable for someone to believe that someone might be adversely influenced in the performance of their duties at LAMP by their other interests.)

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#### 4.2.1 FULL TIME STAFF HIRING (continued)

##### E. Criteria for Selection of Staff

Criteria for the selection of staff are developed on the basis of the position description (created or reviewed as needed) for the particular position.

Notwithstanding required certification, licensing or special training requirements, it is a general policy of LAMP to consider and interview applicants with appropriate work (or volunteer) experience and not to rely **only** on academic qualifications.

All candidates are expected to demonstrate an understanding of the values of LAMP.

##### F. Accommodation of Staff having Disability

(Please see Hiring Manual.)

#### 4.2.2 PART TIME STAFF HIRING

Where possible, hiring procedures for part-time employees will follow the same guidelines and concepts used in the hiring of full-time staff, given the confines of individual program funding and time limitations.

#### 4.2.3 HIRING INTERNATIONAL TRAINED PROFESSIONALS

International Trained Professionals with a temporary license may be considered for hire on a contract basis. Such a contract would be conditional on presenting with a full license within a determined time frame as set by LAMP.

Contract employment with a temporary license would be paid at Step 1.

Permanent employment may be offered at step 2 upon obtaining a full license and membership with the appropriate college or governing body. A regulated health professional college reference check must be done before offering the permanent position.

If the temporary employee fails the exam their employment would be terminated immediately.

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#### 4.3 REFERENCE CHECKS

Reference checks are a mandatory requirement for both employment and volunteering at LAMP. These checks are done as a final step in the hiring process and include current standing at the professional college of licensed practitioners and police reference checks where applicable. If an applicant refuses to undergo a police reference check, the offer of employment at LAMP will be withdrawn. Should there be a finding and the applicant does not wish to discuss it with LAMP, the offer of employment at LAMP will be withdrawn. LAMP reserves the right to withdraw an offer of employment based on the results of any reference checks.

Any fee related to obtaining the police reference check will be reimbursed by LAMP.

(See “Police Reference Check Policy and Procedure” in Section 5: “Protection of Vulnerable Clients” (under Organizational Policies).

#### 4.4 STAFF AS PATIENTS

Staff in charge of hiring (mostly supervisors and managers) will consistently inform every successful candidate that if hired, they cannot be a client of Primary Health Care. (This should not be discussed **prior** to the position being offered and accepted.)

There will be an exception to the policy for PHC patients who are hired for short-term contracts. The definition of short-term contract is one year or less. This means that staff on short contracts can remain being PHC clients for the term of their work at LAMP. Staff on short contracts will be informed that if they were to extend their contract beyond one year or are being offered a full-time or permanent job he/she will lose their privileges as patients of PHC.

New staff who are eligible to remain being PHC clients will be reminded about professional boundaries (patient versus staff conduct).

On-Call Staff are treated the same as staff on short contracts (please see above).