

To: David Creery, Chief Administrative Officer
From: Laird Crooks, Director of Human Resources
Re: Director of Human Resources

AIM

To receive Council's direction to commence the recruitment process for the Director of Human Resources.

BACKGROUND

The current Director of Human Resources, Laird Crooks has indicated his intention to end his employment with the City. His last day at work will be August 31, 2023.

COMMENTS

Council Policy HR004 - Staff Recruitment and Selection, requires for Department Head recruitment that a report is brought to Council outlining the vacancy and providing recommendations related to Council involvement. The level of Councillor involvement must remain below quorum. Since this Policy was amended in 2019, Council has elected to direct the Chief Administrative Officer to manage each Department Head recruitment without Council involvement. The previous recruitment for the Human Resources Director did have Councillor participation in the interview process. In all cases the recommendation for Department Head hire is brought to Council for approval.

RECOMMENDATION

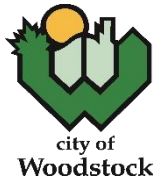
That Woodstock City Council direct the Chief Administrative Officer to manage the recruitment process with the best use of staff resources.

OR

That Woodstock City Council direct the CAO to manage the recruitment process with the best use of staff resources and further that Council appoint Councillor(s) _____ to participate in the interview process.

Authored by: Laird Crooks, Director of Human Resources

Approved by: David Creery, Chief Administrative Officer

	City of Woodstock Policy Manual
Subject:	Staff Recruitment and Selection
Policy Number:	HR004
Revision:	03
Approved by Council:	November 27, 1985
Amended:	March 7, 2019

Statement of Principle

The City of Woodstock is committed to attracting a talented diverse workforce which broadly reflects the communities and citizens served. As an equal opportunity employer the City will provide accommodations for all parts of the recruitment process.

This policy ensures that the candidate selection process is consistent throughout the organization and satisfies legal requirements and conditions set out by the Corporation's collective agreements and applicable legislation.

Administration

Procedure

In accordance with Council Policy GA017 Delegation of Powers and Duties, the filling of vacant positions requires Chief Administrative Officer (CAO) and Department Head approval. The exceptions to this are summer students, temporary employees, Department Heads and the CAO position. Summer students and temporary employees are approved by council through the budget process. Department Head and CAO recruitment and selection requires council approval.

Process

All positions except Department Heads and Chief Administrative Officer:

1. The posting of Union positions is done per the provisions of the respective Collective Agreement. If the position is not filled through internal posting, then the position will be made available externally. Non-Union positions are posted internally and externally, simultaneously.
2. Applicants meeting the qualifications are then screened by Human Resources, following which the top applications are referred to the hiring manager for selection of applicants for interviews.

3. The interview team as determined by the hiring manager and Human Resources, conducts the interviews and determines the best applicant(s) for hire. The hiring manager has the final say with respect to candidate selection.
4. Following the hiring decision and any employment related checks, an offer of employment is made. If the offer is not accepted, the hiring manager can either select from previously interviewed candidates or restart the recruitment process at any stage.

Department Heads and Chief Administrative Officer:

In the case of Department Heads or the Chief Administrative Officer, Human Resources will bring a report to council outlining the vacancy and provide recommendations related to the recruitment process and level of council involvement.

For Department Heads the Chief Administrative Officer will make a recommendation to council with respect to the selected candidate.

For the Chief Administrative Officer position the interview team makes the recommendation to council.

Revision Date	Rev #	Particulars
December 5, 1988	01	
June 2, 1994	02	
March 7, 2019	03	To reflect current hiring practices, internally and externally