

Policy Type:	Human Resources	Policy Number:	HR-02
Policy Title:	Staff Selection and Assignment	Initial Policy Approval Date:	Nov 2022
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To achieve its mission, the OV-CAOS board seeks to hire the most qualified employees possible, based on individual merit and ability. "Employees" includes staff hired under contract and/or letters of agreement. The board attempts to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace. This policy informs the process.

Section 1: Job Descriptions/Statement of Expectations

1. A current job description/statement of expectations is maintained for each position. It includes:
 - a) duties, tasks and responsibilities of the position
 - b) the importance of the position regarding the mission of the organization
 - c) minimum competencies/experience/education required to do the work
 - d) reporting relationship
2. Job descriptions/statements of expectation are reviewed annually to ensure that they are aligned with the mission and goals of the organization and that they accurately reflect the work being done.
3. Changes to the job description/statement of expectation triggers a review of the remuneration rate.

Section 2: Recruitment Procedures and Selection

1. To be eligible to work at the organization, an applicant must have the following:
 - a) a valid social insurance number
 - b) Canadian citizenship, landed immigrant status or valid work permit, and
 - c) qualifications as outlined in the job posting
2. In addition, a current police record report is required for any applicant offered a position involving work with vulnerable people using OV-CAOS programming or services, including children, youth, seniors and users with disabilities. The presence of any criminal conviction indicating a behaviour that may put at risk the safety of participants would disqualify a candidate from working for the organization.
3. At all stages of the recruitment process, the organization will make clear that accommodations are available, upon request, for applicants with disabilities. (see also HR-06)

HR-02- Staff Selection and Assignment (continued)

Section 2: Recruitment Procedures and Selection (continued)

4. The organization is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a job.
5. When a new position is created or when a vacancy is to be filled, either salaried or contract, the position is posted on the organization's website. The position may also be advertised in the newspaper and/or posted to online job boards (e.g. Partnership Job Board). The posting includes the key areas of responsibilities, qualifications, hours of work, and deadline for applications.
6. The organization will ensure that employees with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.
7. Criteria used to select the appropriate individual will be documented and applied consistently. The selection may also include testing for skills that are required for the job.
8. At least two references are contacted for the preferred candidate.
9. A statement of expectations document (SOE) that outlines the working relationship between the individual and the organization will be issued. The SOE will include the organization's policy for accommodating employees with disabilities. The SOE is signed by the employee and returned to the organization before the commencement of work.
10. Once the signed SOE has been received, other candidates interviewed are advised of the decision and thanked for their interest.
11. Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for two years. An individual making inquiries about his or her unsuccessful application will be given information on how he or she was assessed based on the set criteria.

Section 3: Employment of Family Members

1. Immediate relatives of existing employees or board members may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship.
2. An immediate relative includes a spouse (including common-law spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.
3. Summer employment for the children of employees is acceptable if there is no direct reporting relationship.

Section 4: Probation

1. A probation period allows for assessment, by both the incumbent and the supervisor, of the suitability of the employee for the new role. The probationary period is three (3) months, during which:
 - a) training, coaching and feedback is provided
 - b) a performance review is completed
 - c) the probationary period may be extended
 - d) the employee may be terminated

HR-02- Staff Selection and Assignment (continued)

Section 5: Acting Positions

1. The Artistic Director(s) may appoint an employee to assume the duties of another during an absence. If the appointment is for longer than three (3) weeks, the salary will be adjusted if the acting position is at a higher level than the employee's normal rate of pay.

Section 6: Orientation

1. A new employee receives an orientation about their role and the mission and services of the organization.
2. The orientation includes a review of relevant policies and procedures including workplace accommodation policies.
3. As part of a new employee's orientation, they will be scheduled to receive training required under provincial legislation such as Basic Occupational Health and Safety Awareness Training and the Accessibility for Ontarians with Disabilities (AODA) Customer Service Training. (see HR-06)