



HIRING POLICY

PURPOSE

The purpose of this policy is to establish consistent recruitment and selection practices which support continuing efforts to hire qualified candidates while maintaining objectivity in evaluating qualifications, skill, ability and merit, and ensuring the principles of equal treatment in employment opportunities are observed.

RECRUITMENT & HIRING PROCESS

Following the vacancy of an existing full-time position, the Executive Director will create a job posting to outline the skills and qualifications of the position that is to be filled. Existing employees of the organization will be directly informed of the vacancy and can inform the Executive Director of their intent to apply as an internal candidate. The job posting will then be posted in appropriate public forums for a minimum of seven (7) days.

Note: The Board of Directors may waive the need to post the job in public forums if a qualified candidate has interim coverage of a temporary absence. This can be achieved with a majority vote at a Board of Directors meeting.

The Executive Director, along with the Executive Committee, or other nominated members, will form a Hiring Committee to review submitted resumes, interview potential candidates, and collectively determine a ranked choice for a successful candidate. This information will be presented to the Board of Directors, who will vote to approve the recommended candidate and a compensation package. Two reference checks will be conducted before an offer of employment is made. Internal candidates will be required to have good standing in their current role.. The Hiring Committee will then present the offer to the selected candidate and finalize the hiring process.

Note: The Board of Directors may authorize the Executive Director and relevant committee to hire part-time and/or temporary staff along with selected representatives of the relevant committee, that the employee's duties fall under

OTHER INFORMATION

The LDBIA is an equal opportunity employer that:

- Provides equality of opportunity for employment without discrimination, consistent with the Ontario Human Rights Code, Pay Equity Act, Employment Standards Act and Regulations developed under the Accessibility for Ontarians with Disabilities Act, 2005;
- Hires and promotes on the basis of merit, compensates fairly according to the value of the work performed and creates a climate of mutual respect for the dignity of each individual;
- Encourages promotion from within its workforce subject to the qualifications, experience and skills required to successfully perform the duties of the position;
- Does not tolerate acts of favouritism, discrimination or influence in the selection process. Elected officials, appointed officers or employees of the LDBIA shall not attempt to influence the hiring of any applicant;
- Will not provide a preference, nor discriminate in favour of or against, the employment of a member of an employees', elected officials' or appointed representatives' immediate family for employment which is paid for by the LDBIA. The principle of skill, ability and merit shall prevail and shall be the deciding factor in the selection and appointment of successful candidates. The LDBIA will only consider an employee's immediate family for full-time employment, at the discretion of the Board of Directors.

Adopted by the Lindsay Downtown BIA Board of Management on August 25th, 2022