



<b>SECTION: Human Resources</b>	<b>POLICY: HR 01</b>
<b>REVISED:</b> May 2018 May 2016; September 2015; June 2013	<b>PAGE:</b> 1 of 6
<b>HIRING AND CONDITIONS OF EMPLOYMENT</b>	

**PREAMBLE**

Contact Brant is committed to treating people fairly, with respect and dignity, and to offer equal employment and volunteer opportunities based on an individual’s qualifications and performance, free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed, sex, sexual orientation, age, marital status, family status, and handicap.

**Employees, students and service volunteers are deemed to be in a position of trust with children, youth and parents/caregivers.** Contact Brant’s mandate is single point access for children’s mental health services and children’s developmental services. To fulfill this role, Contact Brant meets primarily with parents/caregivers, as well as children and youth ages 0 – 18, to provide information, gather their personal story, connect to appropriate services, provide on-going support in navigating the service system, and facilitate coordination of services. Meetings are held privately, usually with a single staff and the client.

Contact Brant defines ‘client’ as the child/youth and the parent/caregiver. In gathering the situation for the child/youth’s intake, the family history and situation is also gathered. The majority of parents/caregivers also identify their own personal challenges related to disability and/or mental health issues and/or addictions issues and/or financial/daily living pressures.

Mental health concerns for children/youth and parents/caregivers may involve trauma related to involvement in the child welfare system due to protection issues, and/or direct involvement or witness to domestic violence and/or abuse. These are of particular concern in Brant where our demographics have historically reflected higher rates than provincial average for intergenerational involvement in child welfare, and the highest rate of domestic violence. High risk rates are also reflected in Stats Canada reports, and detailed in *Root Causes of Crime and Crime Issues in Brantford, Safe Brantford Core Team Memorandum*, by Anthony Piscitelli April 22, 2016: higher than provincial and national rates for lone parent families; lower than provincial and national rates for median and average income; lower than provincial and national rates for employment participation; higher than provincial and national rates for not completing education beyond high school.

In our work with children, youth and their families/caregivers, Contact Brant thus defines the following vulnerable sectors that we work with to include, but not limited to:

- Children and youth ages 0 – 18
- People with disabilities, including the child/youth or parent/caregiver
- People with mental health and addictions issues, including the child/youth or parent/caregiver.

Contact Brant abides by the provisions of the Ontario Human Rights Code and the Employment Standards Act, and any other applicable legislation. The Human Rights Code does allow an employer to discriminate on the basis of a record of offences but only where it is a reasonable and bone fide qualification because of the nature of employment.

### **POLICY**

Contact Brant will treat people fairly, with respect and dignity, free from discrimination or harassment in all aspects, terms and conditions of employment including recruitment, hiring, training, transfer, promotion, dismissal and layoffs.

Contact Brant will offer equal employment and volunteer opportunities based on an individual's qualifications and performance; Contact Brant will recruit and select individuals who are the most qualified to perform the requirements of each position available.

Contact Brant works with various vulnerable sectors in a position of trust. Contact Brant will ensure reference checks and a Police Vulnerable Sector Check are completed for all employees, students, and service volunteers. Contact Brant deems it unacceptable to have been convicted of any offence that is directly related to a person's role.

### **PROCEDURE**

1. Contact Brant may use any method of recruitment it deems appropriate to fill a position; the agency has no obligation to publicize an available position. Candidates for job vacancies may be from existing staff or from outside sources; where qualifications are deemed equivalent, preference will normally be given to internal candidates.
2. The Chief Executive Officer will confirm job descriptions, establish salary ranges, and the method and means of recruitment for each new position in consultation with the Board. The Chief Executive Officer will determine the most appropriate means of advertising the position, the key competencies required in the position and a corresponding selection process.
3. Applicants, including current employees interested in any vacancies, may apply in writing to the Chief Executive Officer or other designated staff member, outlining their experience and qualifications.
4. If Contact Brant is not seeking applicants for a posted position, resumes will not be received or will be shredded if mailed in.
5. The most qualified candidates will be selected for an interview; education, performance, related experience, skill and ability to perform the job are the primary considerations for the selection of candidates. Only those individuals selected for an interview shall be contacted.
6. All interviews for a position will consist of a written set of questions formulated to assess an individual's qualifications for a position.
7. Candidates will be asked at the interview if they have any criminal convictions for which a pardon has not been granted, and informed that a satisfactory Police Vulnerable Sector Check will be required by the successful candidate as a condition of employment. Any discrepancies between the answers provided at interview and the results of the police check will be grounds for not hiring the applicant.

8. Offers of employment are conditional upon obtaining a clear Police Vulnerable Sector Check confirming there is no offence that is directly related to the position's role whether related to trust by clients or the corporation's business.
  - 8.1. The Police Vulnerable Sector Check includes: Criminal convictions (summary and indictable); Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period; Outstanding entries (charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders); Absolute and conditional discharges; Family Court Restraining Orders; Where it meets the Public Safety Assessment, non-conviction dispositions including Dismissed, Not Guilty, Stayed, Withdrawn; Not Criminally Responsible by Reason of Mental Disorder; All available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident; As authorized for release by the Minister of Public Safety, Criminal Code convictions for sexual offences for which a record suspension (pardon) was received. (Brantford Police Services website, 2016).
  - 8.2. The police check costs may be covered by Contact Brant. The purpose of this check is to assist Contact Brant in determining whether a candidate has any past conduct that would suggest that they are not a suitable candidate because of concerns about honesty, integrity, trust or the safety of others. The following will also be considered:
    - How recent the occurrence leading to criminal convictions for which a pardon has not been granted; and
    - The criminal conviction for which a pardon has not been granted must not be in contradiction to the organization's Professional Code of Conduct Policy and the agency's core values.
9. Offers of employment are conditional upon obtaining satisfactory reference checks. Three reference checks shall be completed for all potential new hires. Wherever possible, two references should be employers to verify the candidate's employment history and quality of work. Any discrepancies between the resume or interview and the results of the reference checks will be grounds for not hiring the applicant.
10. The Chief Executive Officer will extend a written conditional offer of employment to the successful potential candidate that will be pending the candidate's acceptance and sign-off of employment conditions. The employment agreement will include:
  - 10.1. The offer of employment letter, including:
    - i. The start date and hours of work; this will also include an end date if a contract position.
    - ii. Wages and benefits including vacation, mileage for approved business travel, sick leave and, if appropriate, medical benefits and pension plan contributions.
    - iii. Successful completion of a three (3) month probationary period for new hires as well as for current staff in a new position. A statement that any significant absences during the Probationary period will automatically extend the period by the length of the absence. Contact Brant can unilaterally extend the probationary period for up to an additional three (3) months.
  - 10.2. The signed Job Description.

- 10.3. The signed “Confidentiality Statement and Promise of Commitment” relating to review of the Mission, Vision and Values statements as well as the Privacy and Confidentiality Policy.
- 10.4. A current (within previous 30 days) Police Vulnerable Sector Check deemed acceptable by Contact Brant. A statement that employees must maintain a clear record that is acceptable to the agency; any change in the employee’s police record must be reported to the CEO immediately.
- 10.5. Proof of valid driver’s license and appropriate automobile insurance (as required by the position). A statement that employees must maintain a valid driver’s license and driving record acceptable to the agency; any change in the driving record while an employee must be reported to the CEO immediately; and that employees who operate their own vehicles in performing their jobs are financially and legally responsible for any traffic or parking violations, and must maintain adequate insurance at all times at their own expense.
- 10.6. Proof of a valid Social Insurance Number to confirm eligibility to work in Canada.
- 10.7. Verification of academic achievements, as appropriate to the job position.
- 10.8. Written confirmation of review and commitment to the agency’s policies and procedures.
- 10.9. The statements:

Contact Brant reserves the right to revoke an offer of employment where the applicant fails to satisfy the employment requirements detailed above, or where it is determined that the applicant has provided false or inaccurate information, or has been convicted of a crime for which a pardon has not been received and which crime reasonable relates to the nature of the applicant’s perspective role with Contact Brant and the applicant’s ability to effectively carry out that role. Any misrepresentations, falsifications, or material omissions in any data requested during the application process or during the hiring process shall result in termination of employment for cause, without notice or compensation in lieu.
- 10.10. Each new employee, student or service volunteer will be provided with a full orientation including but not limited to the facilities, equipment, job duties, building safety and security, and policies and procedures. Orientation will be documented and filed in the employee’s personnel file.
- 10.11. The employee will be provided with and orientated to: the Abuse Policy specifically regarding prevention, identification and reporting; Privacy and Confidentiality Policy; Customer Service Policy; and Contact Brant’s Mission, Vision and Values as well as Service Principles and Statement of Rights.
- 10.12. The employee must review all Contact Brant policies and procedures and submit the signed Confirmation of Policy Review to the Chief Executive

Officer acknowledging that they have read and understood the policies within 2 weeks of hire.

11. The Chief Executive Officer will address any concerns about the employee during the probationary period when they occur. Should the concerns fail to be resolved to the satisfaction of the manager, the employee may be terminated without advance notice, in accordance with the Employment Standards Act.
  - 11.1. A written performance review will be conducted prior to the end of the probationary period. Provided that the review is satisfactory, the probationary status will be removed.
  - 11.2. The probationary period will be extended by the length of any absence from work greater than one week during the probationary period.
12. The Chief Executive Officer will ensure annual reviews of all policies and procedures at Staff Meetings; documentation of these reviews will be recorded in the Staff Meeting Minutes.
  - 12.1. Specific review and training will be provided annually to employees at a staff meeting related to the Abuse Policy regarding prevention, identification and reporting; Privacy and Confidentiality Policy; Customer Service Policy; Contact Brant's Mission, Vision and Values as well as Service Principles and Statement of Rights; and WHMIS. This will be documented in staff meeting minutes and/or maintained in the individual personnel files.
13. To ensure that the highest standards of safety and professionalism are maintained for employees and the people we serve, Contact Brant employees will annually sign an Attestation Declaration form, as well as show their driver's license and automobile insurance coverage. This procedure provides the mechanism for ensuring that the conditions of employment at hire are continuing to be met throughout employment. Completion of the Attestation Declaration is a condition for ongoing employment.  
(Recognition is given to Contact Hamilton in the development of section 14 of this policy).
  - 13.1. To ensure that employees who use their personal vehicle for work-related business hold a valid driver's license and the required amount of liability coverage, each employee will annually be required to show the Chief Executive Officer a valid driver's license and proof of appropriate automobile insurance with at least \$1 million liability coverage. Employees will immediately inform the Chief Executive Officer of the loss or suspension of their driving license or insurance coverage, or incurring any driving offenses which could affect Contact Brant's insurance coverage, including but not limited to any change in the employee's Ministry of Transportation Driver's Record with respect to convictions, discharges, license conditions or restrictions, or other actions.
  - 13.2. To provide confirmation that an employee has not been charged with any offense that is deemed unacceptable to Contact Brant, as well as ensure employees are cognizant of their professional code of conduct and respect of the agency's core values and principles, employees must annually submit to the Chief Executive Officer a sworn Attestation Declaration regarding chargeable offenses (*Annual Attestation Declaration, HR 01.1*).

Any convictions for which a pardon has not been granted and is reasonably related to the employee's role with Contact Brant and the employee's ability to effectively carry out that role will be grounds for discipline up to and including termination.

- 13.3. To provide confirmation that an employee understands their role as a health information custodian and commitment to following the Privacy and Confidentiality Policy, each employee will annually swear an Attestation Declaration regarding their commitment and accountability to ensuring confidentiality (*Annual Attestation Declaration, HR 01.1*) to the Chief Executive Officer.
14. Any failure to report a matter as described in 13 above and/or falsification or misrepresentation of any information on the Annual Attestation Declaration form will be cause for discipline up to and including termination from the agency.