

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Human Resources	DATE: May 15, 2014
SUBJECT: Staffing	<b>HISTORY:</b> Original Policy: May 12, 2009
<p><b>Policy:</b>  Hiring shall be the responsibility of the Board of Directors (BOD) with support from the Executive Director (ED). Hiring of the ED shall be the responsibility of the BOD with support of the current or interim ED, if appropriate.</p>	
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Upon identification of a vacant position, the Board of Directors (BOD) shall appoint a Hiring Committee.</li> <li>2. The Hiring Committee may include the Executive Director (ED), the Human Resources Committee (HRC) Chair or other HRC member, one BOD member and in some circumstances one other person.</li> <li>3. The Hiring Committee shall review the job description, prepare an advertisement, accept and screen applications and interview candidates for the position. The Hiring Committee will decide who will conduct reference checks and at what stage in the process in accordance with the LCCJP Personal Reference Check Policy.</li> <li>4. Upon closing of the advertisement, the Hiring Committee shall be responsible for replying to all applicants indicating their status in the hiring process and shall prepare a list of interviewees.</li> <li>5. The Hiring Committee shall seek consensus concerning the successful candidate or if not possible will decide by majority vote. The Hiring Committee shall recommend to the BOD the successful candidate and may recommend the creation of a pool of qualified candidates. The final hiring decision shall be the responsibility of the BOD.</li> <li>6. The Hiring Committee shall notify the successful candidate. The successful candidate shall be asked to provide a criminal records check with vulnerable sector screening in accordance with the LCCJP Criminal Record Check Policy.</li> <li>7. The Hiring Committee Chair shall notify all unsuccessful interviewees of the final decision.</li> </ol>	