

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Hiring of Employees	<b>SECTION:</b> H <b>POLICY:</b> 1
<b>DATE:</b> May 2011	<b>Administrator's Signature:</b> _____	

**HIRING OF EMPLOYEES**

**POLICY:**

The Leamington Mennonite Home strives to hire a staff that is trained, as required by regulations, compassionate and caring in their provision of services to the Home and its residents. The hiring practices of the Home shall ensure that the residents of the Home are first and central in the work of all employees. Moreover, the Home endeavours to guide effective supervision, security, safety, internal discipline, and positive morale in the workplace, avoiding favouritism, conflict(s) of interest, loyalty, and/or impropriety.

**PROCEDURE:**

- Prospective employees must submit a written resume together with the LMH: Application Form to the Human Resource Specialist.
- All applicants are required to complete a Personal Data Form in which the prospective employee will identify the name(s) of any relative(s) employed by the Leamington Mennonite Home.
- Prospective employee documentation shall be reviewed by the Human Resource Specialist, Department Leader and Administrator before interviewing, with the Human Resource Specialist generating Department specific interview question(s) and skill test(s).
- If there are multiple job applications, the successful applicant will be chosen on the following merit:
  - Relevant and required education/training
  - Experiential background
  - Associated life skills and values
- Members of one family cannot be hired to work in the same Department, within the same chain of command.
  - Family members are defined as an employee's:
    - Parent
    - Child
    - Spouse
    - Domestic partner
    - Brother
    - Sister
    - Grandparent

- Any step/in-law relative(s) within the preceding categories
- Employees are required to disclose changes in their personal relationships/situations which are relevant to these LMH hiring practices. LMH Department Leaders and/or the Human Resource Specialist may inquire about a family relationship between employees at the Home to determine the appropriateness of the working relationship under this policy.
- All new LMH employees shall complete the required LMH: Orientation, Training and Probationary programs under the direction of their Department Leader. The Department Leader shall determine if the new employee has successfully completed the orientation, training, and probationary programs.
- The Department Leader, in consultation with Administration, shall determine whether the employee shall become a permanent employee of the Home, shall receive an extended probationary period or be terminated on the basis of their workplace performance as observed and monitored by the Department Leader(s) during the probationary period.