



EMPLOYEE HIRING & DISMISSAL POLICY

OVERVIEW

To define the criteria and procedures for recruiting, selecting, hiring and dismissal of employees.

POLICY

It is the policy of the Municipality to hire the best qualified employees available for all positions. Vacancies are filled by promotion or transfer from within the Municipality whenever there is a qualified employee. If a qualified candidate is not available from within, a new employee is recruited in accordance with the merit principle.

The merit principle is defined as:

the knowledge and ability of the candidate to fulfill the requirements of the position; such knowledge and ability to be proved in a competition open to the public.

The Municipality will not discriminate against any person for reasons protected under the Human Rights Code, such as but not limited to age, sex, race, creed, colour, marital status, ethnic or national origin, sexual preference, political or religious affiliation, nor by reason of Union membership or activities where applicable.

Persons with physical handicaps will be considered for employment on the basis of their capability for a particular position. Handicaps which do not interfere with performance shall not disqualify if they do not constitute a hazard to the Municipality or its employees.

Applicants may be required to submit for drug testing.

In protecting the interests of the Municipality, all potential candidates may be subject to a criminal check.

PROCEDURE – ACTION

Hiring of Management Positions

1. Where a vacancy occurs, as the result of resignation, promotion, transfer, or dismissal of an employee, or the creation of a new position, the Chief Administrative Officer will notify Council.
2. The Chief Administrative Officer will post the position in accordance with the policies of Council.
3. Applications received after the due date posted in the advertisement will not be considered.
4. The Hiring Committee for these positions is defined in Appendix "A".
5. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and Personnel committee within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications

6. When the short list has been selected by the Hiring Committee, the Chief Administrative Officer will conduct a check of the candidate's references and medical condition, where required. Where new information presented dictates, the short list shall be amended.
7. The Hiring Committee will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
8. Following completion of interviews, the Hiring Committee will rank the candidates in order of ability to fulfill the requirements of the position.
9. The Hiring Committee shall make recommendation to Council for the filling of the position. Council shall authorize the Chief Administrative Officer/Reeve to offer employment to a candidate.
10. The Chief Administrative Officer/Reeve shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer/Reeve will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
11. The posting shall indicate "only successful candidates will be notified."
12. All employees must sign a Confidentiality Agreement.

Hiring of Permanent Non-Management Employees

1. Applications received after the due date posted in the advertisement will not be considered.
2. Where one or more qualified employees indicate an interest in the vacant position by applying for same, applications will be considered on the basis of necessary qualifications (i.e. education, training and experience). In all cases where these requirements are deemed to be satisfied equally by more than one employee applying for the position, length of service with the Municipality shall be the determining factor.
3. Applications received from qualified candidates will be reviewed by the Hiring Committee within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications.
4. When the short list has been selected, the Chief Administrative Officer will conduct a check of the candidate's references and medical condition, where required. Where new information presented dictates, the short list shall be amended.
5. The Chief Administrative Officer will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
6. Following completion of interviews, the Hiring Committee will rank the candidates in order of ability to fulfill the requirements of the position, and indicate which candidates meet the requirements of the position.
7. The Chief Administrative Officer shall advise Council of the ranking of the candidates, prior to the notification of the top ranked applicant.

8. The Chief Administrative Officer shall contact the selected candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment. Should the top ranked candidate decline the position, the Chief Administrative Officer will offer the job to the next candidate in the ranking, provided the candidate meets the requirements of the position.
9. The Chief Administrative Officer will provide to the Union, where one exists, the name of the successful candidate.
10. The successful candidate shall be informed that the appointment may be appealed in provision with conditions of the Collective Agreement.
11. Employee designated as "stand-by" is required to be no more than 2 hours in distance from their station.

Hiring of Casual Staff or Summer Students

1. Where the employment of casual staff is deemed necessary, the Supervisor shall advise the Chief Administrative Officer.
2. Notice of intent to hire casual staff shall be posted.
3. Applications received after the due date posted in the advertisement will not be considered.
4. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer or Public Works Supervisor within one week following the closing date of the competition. Candidates will be chosen based on the information presented in the applications.
6. The Hiring Committee shall have the authority to offer the appropriate hourly rate for casual employees.
7. The Chief Administrative Officer shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
8. Where available positions are applicable to provincial or federal grants, the successful candidate must meet the requirements outlined for the grant.

Dismissal and Discipline

1. In the event of necessary disciplinary actions of a unionized employee, the union agreement will be followed.

2. For non-unionized employees, the immediate supervisor shall inform administration, in writing. Chief Administration Officer shall inform the Hiring Committee that action is required. The Hiring Committee will meet with the supervisor to review the complaint. The Hiring Committee has the authority to discipline by suspension, without pay for no more than five working days and will report to council where a decision to reinstate or dismiss will be enacted.

Accepted as policy on April 27, 2016, by Resolution No. 138/16

Appendix A

HIRING and DISMISSAL COMMITTEE:

When interviewing for the following positions, the Hiring Committee will be as follows:

<u>Position</u>	<u>Hiring Committee</u>
Chief Administrative Officer	All of council plus outgoing C.A.O. if applicable
Public Works Supervisor	All of council plus C.A.O.
EMO Coordinator	All of council plus C.A.O.
Fire Chief	All of council plus C.A.O.
Office:	
Assistant Administrator	C.A.O. plus Hiring Committee
Administrative Assistant	C.A.O. plus Hiring Committee
Public Works:	
Grader Operators, Labourer	Public Works Supervisor plus C.A.O. plus Hiring Committee
Water Treatment Plant Operator	Public Works Supervisor plus C.A.O. plus Hiring Committee