



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 01

POLICY TITLE: HIRING OF STAFF

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Date Adopted by Council / Motion Number:

10.03.824

PURPOSE:

The purpose of this statement of policy and procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

POLICY:

The Municipality is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where the qualifications of candidates are deemed equivalent, preference will normally be given to internal candidates. Council will establish an annual budget with sufficient funds for staffing costs to carry out the municipality's approved programs and policies.

(Original signed copy on file)
REEVE

C.A.O.

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PROCEDURES:

Permanent Staff:

- 1.0 All permanent positions will be advertised internally and externally and interviewed, unless the respective supervisor and the Manager of Human Resources approve filling the position with a current salary or wage employee.
- 2.0 After the position deadline has closed, the Manager of Human Resources will prepare a short-list in cooperation with the immediate supervisor, and their immediate supervisor of the position, and take the necessary steps to set up interviews.
- 3.0 The interview panel will consist of a minimum of the immediate supervisor, their immediate supervisor, and the Manager of Human Resources.
- 4.0 A recommendation from the Manager of Human Resources will be made to the C.A.O. for hiring of salary employees.
- 5.0 The C.A.O. will keep Council informed of all staff changes.
- 6.0 Council will hire the C.A.O. only.
- 7.0 Council may establish a selection committee to short-list the prospective candidates for the C.A.O. position.
- 8.0 Upon Council selecting a prospective candidate for C.A.O., Council will pass a motion offering the position, salary, start date, probation period, and any other benefits relative to the position.

Seasonal / Wage Staff:

- 1.0 All seasonal / wage positions will be advertised and interviewed unless the respective supervisor and the Manager of Human Resources approve filling the wage position with a current wage employee, or seasonal position with a returning seasonal employee.
- 2.0 The respective supervisor and the Manager of Human Resources will short-list prospective candidates upon closing date of the competition, and will set up the necessary interviews.
- 3.0 The interview panel will consist of a minimum of the direct supervisor and the Manager of Human Resources.
- 4.0 A recommendation will be made to the Manager of Human Resources for hiring, or to extend terms of employment of wage employees.

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- 5.0 All interviews and hiring of wage staff should be completed a minimum of two weeks prior to the program start date.
- 6.0 Final approval for hiring of all staff must be obtained from the C.A.O.

General:

- 1.0 When filling a position in any department, the M.D. will award that position to the most qualified applicant, with the understanding that M.D. residents shall be given preference when qualifications are the same.
- 2.0 Under no circumstances should members of any 'major' board of M.D. of Greenview No. 16 be employed by the Municipal District, or be paid as a day laborer or contractor, or paid a per diem or honorarium through any of our programs or events, as this could be seen as a real or perceived conflict of interest. A major board constitutes the Agricultural Service Board, Family & Community Support Services Board, and/or the Municipal Planning Commission.
- 3.0 Board members applying for any position, or as a day laborer or contractor, or are paid a per diem or honorarium through any of our programs or events, are required to submit a letter of resignation in conjunction with their application or contract proposal.
- 4.0 This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed by the M.D. of Greenview No. 16.
- 5.0 The Municipality will establish a policy for interview expense allowances and relocation costs for hiring of permanent staff.
- 6.0 No more than one person of an immediate family will be employed with the municipality within the same program/department, with the exception of seasonal employees.
- 7.0 The C.A.O. may allow exceptions to Clause 6 under extenuating circumstances, if it is determined that it will not have any adverse effects on Municipal District operations.
- 8.0 An employee will not be employed in a position that is directly and/or indirectly supervised by a family member or relative.
- 9.0 Any grievance in relation to this policy will be dealt with in accordance to the Staff Agreement Grievance Procedure.
- 10.0 All firing and disciplinary actions of employees, with the exception of the C.A.O. will be under the jurisdiction of the C.A.O.

(Original signed copy on file)
C.A.O.