

Title: RECRUITMENT

Policy No: 2007

Effective Date: January 8, 2018

Motion Number: 18.01.18

Supersedes Policy No: HR 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 (Greenview) to continue to provide high quality public service.

DEFINITIONS

1. None

POLICY

Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available. Candidates for job vacancies may be selected from existing staff or recruited externally. Where the qualifications of candidates are deemed 'essentially equal' preference will be given to internal candidates, unless extenuating circumstances arise.

1. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.
2. Due to a potential conflict, under no circumstances should members of any 'major' board of Greenview be employed by Greenview, or be paid as a day labourer or contractor, or paid a per diem or honorarium through any of Greenview's Operational programs or events. A major board consists of, but is not limited to, the Agricultural Service Board, Family & Community Support Services Board, and the Municipal Planning Commission.
3. This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed with Greenview.
4. An employee will not be employed in a position that is directly supervised by a family member or relative.
5. Only with Chief Administrative Officer (CAO) approval, will an employee be indirectly supervised by a family or relative.
6. Any grievances in relation to this policy will be dealt with in accordance to the Staff Agreement Dispute Resolution Procedure.

PROCEDURE

Employees

1. All positions will be advertised internally and/or externally and interviewed for, unless the general manager and department manager approve filling the position with a current employee or returning seasonal employee.
 - a. Internally advertised positions will be emailed to 'All Staff,' and posted on the SharePoint.
 - b. Externally advertised positions will be posted on the Career Opportunities section of Greenview's website and in the local newspaper, regularly.
 - c. Hard-to-recruit / specialty positions may benefit from additional advertising, which requires the request and discretion of both the hiring Manager and the Human Resources Officer, Recruitment.

Chief Administrative Officer (CAO) - Recruitment

1. Council will hire the CAO and may establish a selection committee to assist them.
2. Council may contract an external agency, of their choice, to assist the council with sourcing potential CAO candidates.
3. The selection committee may request assistance from the Human Resources, as deemed necessary, to support them through the recruitment process.
4. Council will pass a motion to appoint the selected CAO.

APPENDIX

1. None