



REQUEST FOR DECISION

Meeting: September 8, 2025

Hiring Policy Amendment

DESCRIPTION/BACKGROUND:

There have been situations where qualified seasonal employees have shown interest in coming back to work in the same capacity for next season. To make the process less onerous for the employee, and the supervisor of the department, a clause and appendix (see attached) could be added to the hiring policy. All things being the same as the previous year, and budget and operational needs considered, it would not be necessary to go through the full process for hiring.

DISCUSSION/OPTIONS:

Should a simple letter of interest, and a brief interview, along with the completion of the Town of Claresholm Seasonal Worker Rehire Confirmation Form, be enough to satisfy the town's needs to rehire a seasonal worker?

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept the changes to the Hiring Policy, including the addition of the Seasonal Worker Rehire Clause and with addition of Appendix "A", the Seasonal Worker Rehire Confirmation Form.

ATTACHMENTS:

- 1) Policy 2.1.01: Hiring Policy

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Lisa Chilton, HR and Tax Administrator

APPROVED BY: Abe Tinney, CAO

DATE: August 29, 2025
