

	<b>Hiring Policy</b>		<b>Policy #1.0.01</b>
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employment Opportunities		
Date Created:	March 7, 2019	Date Approved By Council:	
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**Intent:**

The Town of Claresholm (the Town) practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town will ensure that the recruitment and selection process is conducted in accordance with all applicable legislation and organizational policies/procedures so as to select the best qualified personnel.

The Town has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- Provide guidelines for all personnel requests;
- Detail procedures for all job postings;
- Describe the application process for potential candidates;
- Outline the interview process;
- Discuss employee eligibility for internal transfers;
- Summarize the process for background checks and references;
- Supply procedures for offers of employment;
- Present resolutions for conflict in the hiring process.

**Definitions:**

**CAO:** means the Chief Administrative Officer of the Town.

**Department Head:** Includes Directors and Managers responsible for budget and hiring decisions for a specified department or group of staff.

**Guidelines:**

**Personnel Requests**

The Town requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Normally, position requirements will be discussed at budget time, but may be brought forward as the need arises. Positions that will add to the full-time complement must be approved by Council, either through the budget process or by resolution.

## **Job Postings**

All public service jobs with the Town of Claresholm will be advertised publicly, notwithstanding the terms of the collective bargaining agreement between the Town of Claresholm and CUPE Local 3023.

### **Internal:**

- It is understood that all external job postings shall also be internally advertised.
- The Town requires union job postings be in accordance with the current collective agreement. All internal union job postings are for the benefit of existing members of the bargaining unit only.
- Qualified applicants under the employ of the Town shall remain subject to the normal hiring processes, including interviews, etc.

### **External:**

- External job postings for union positions shall be in accordance with the current collective agreement.
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

## **Application Process**

- The Town requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that, for any reason, do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.

## **Interviews**

- The CAO will determine which individuals are to participate in the interview process. The interviewers are to review the applications and short-list the candidates selected for interviews.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants shall be forwarded to the Human Resources Department to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

## **Internal Transfers**

- Employees are encouraged to apply for job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- When the hiring manager selects an existing employee from another department as the best applicant for the position, and is prepared to extend an offer, that Department Head shall connect with the employee's existing Department Head to

discuss any potential concerns that might arise (ie timing of the transfer) and how to mitigate such concerns. This provision/process is a courtesy to the existing (outgoing) manager and is not an opportunity for the existing manager to stop the transfer and to otherwise prevent the Town from hiring the best qualified personnel for the position. In the event of a disagreement between managers, the CAO shall be called upon to provide a resolution.

- Internal applicants who are not selected for the position shall be notified by Administration.

### **References and Background Checks**

- The CAO and/or his/her designate shall conduct reference checks to ensure a candidate's qualifications and suitability for the position.
- The Town may require a Criminal Record Check on potential new employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.
- As a condition of employment all employees operating Town vehicles or equipment shall hold a valid Driver's License and sign a Driver Abstract Consent form for the Town to acquire driver's abstracts.
- Employees may be required to undergo and pass a medical examination prior to becoming a permanent full-time employee, should the position warrant it.

### **Offer of Employment**

- The Town shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position.
- Should the applicant accept an offer of employment from the Town, he/she will be provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- At the discretion of the CAO, non-union and union employees may be required to sign a confidentiality agreement if the employee will be party to information that necessitates non-disclosure.
- The Department Head will advise all remaining candidates who received an interview of the decision.

### **Probationary Period**

- The probationary period for union positions shall be in accordance with the current collective agreement.
- The probationary period for non-union positions shall be for a period of ninety (90) days.
- A probationary period shall only be served once.

### **Potential Hiring Conflicts**

#### Family Members:

- The Town may accept applications for employment from, and consider a member of a Councillor's or an employee's immediate family if the candidate has all the requisite qualifications.

- Anytime that a prospective employee is a member of the immediate family of either a Town Councillor or another Town employee, a resolution is required by Council to hire said prospective employee, whether in the same department or a different department.
- Once an immediate family member has been selected for a temporary position, and through evaluation, the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the formal hiring practice as per this policy, shall be adhered to.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or Council, or if his/her employment could create a conflict of interest.
- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

**Exceptions:**

At the CAO's discretion there may be exceptions to this policy regarding family members working together on a temporary basis to address operational needs.

Employee Relationships:

- An employee's tenure of employment shall not be affected if, subsequent to him/her becoming an employee, a member of his/her family is elected to Council.
- Employees that become married or live in the same household may continue their employment with the Town provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

**Former Employees**

- A former employee that left the Town on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

**Former Seasonal Employees**

- A former seasonal employee may be eligible for re-employment in the same position within one (1) year of end of last employment, provided their qualifications for the position have not changed and they received a satisfactory Season End Performance Review. Prior to re-employment, they will have a brief interview with the supervisor and complete the Town of Claresholm Seasonal Worker Rehire Confirmation Form when appropriate. This, as stated in Appendix A, will be subject to operational needs, budget availability and ability to perform the duties upon recall.