



Municipality of Crowsnest Pass Policy

Policy No.:	1807-05
Policy Title:	Hiring Policy
Approval Date:	July 5, 2022
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Supersedes Policy:	1807-04
Department:	Corporate Services – Human Resources

1.0 POLICY PURPOSE

The Municipality is committed to the attraction, selection and retention of qualified, competent candidates to fill the staffing needs of the organization. The purpose of this policy is to ensure filling of job vacancies is done in a fair, equitable manner, the policy defines the criteria and procedures that the Municipality will utilize for establishing Municipal positions and recruiting, selecting, and hiring employees. Each Employee, while employed, is hired to make significant contributions to the Municipality and to contribute to the overall strategic success of the organization. This policy applies to all Municipal positions including Unionized, Exempt, temporary, casual and summer students.

2.0 DEFINITIONS

“Applicant Tracking System (ATS)” means the system in use by the Municipality that is used for collecting, organizing and tracking candidates through the hiring process.

“Council” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

“CAO” means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

“Employee” means any person employed with the Municipality.

“Human Resources” means the Management position assigned the Human Resource function in the Municipality, such as the Manager of Corporate Services.

“Immediate Family Member” means a spouse, parent, sister, brother, son, daughter, step-son, step-daughter or any in-laws.

“Management” means out of scope managerial employees that have management authority over a department including Managers, Directors, CAO, and other out of scope employees such as the Deputy Chief.

“Municipality” or “Municipal” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

“Returning Student” means a student employee that was previously employed by the Municipality and is returning for another term position as a student.

“Succession Planning” means the process for identifying and developing leaders within the management team to ensure they are trained and available to move up when senior leadership positions become available.

“Temporary Employees” or “Seasonal Employee” means an Employee who is employed for a pre-defined, continuous period of time with an assigned start and end date such as a seasonal employee or an employee hired for a term to cover the leave of a Permanent Employee.

“Unionized Staff” means all those employees that fall under the Collective Agreement between the Canadian Union of Public Employees and the Municipality of Crowsnest Pass, Alberta.

3.0 POLICY STATEMENTS

3.1 Authority for Hiring Processes

- a. The CAO and/or Department Heads shall be the Municipal representative authorized for the hiring, appointment, discipline, and dismissal of Employees within their respective departments.
- b. Council shall approve budget funding for all new Permanent Employee positions that are established by the Municipality that require additional funds.
- c. The CAO and/or Management shall be permitted to utilize all established and funded Permanent Employee positions. Additionally, the CAO and/or Management shall have managerial discretion in utilizing Temporary Employees and contracted services provided all relevant costs are incurred within Council approved budgets.
- d. Managers will determine if vacant positions, both permanent, temporary and casual will be filled and initiate the posting process with Human Resources.

3.2 Job Postings & Advertising

- a. All Unionized positions are to be posted in accordance with the Collective Agreement. Job postings shall contain the position title, hours or shifts, status (unionized or exempt, permanent, temporary or casual), and an up-to-date job description.
- b. All Student and society Employees will be posted externally with a minimum closing date 2 weeks from the start of recruitment. Job postings shall contain the position

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- title, hours or shifts, status (unionized or exempt, permanent, temporary or casual), and an up-to-date job description.
- c. Management positions will be posted externally for a minimum of four weeks unless otherwise approved by the CAO.
 - d. If there are no suitable candidates, job postings may be extended as required.
 - e. All external job postings shall be advertised, at a minimum using local newspapers, Municipal Website and electronic mailing lists.
 - f. External job postings for positions that are of a supervisory nature or those that may require special skills that are less prevalent in the Municipality, may also be posted in a manner that will target applicants from outside the Municipality.
 - g. Exceptions: All position vacancies will be posted, and an employment competition will be held in accordance with this policy unless:
 - i. Postings are contrary to the Collective Agreement (i.e. Equipment Operator I moves to Equipment Operator II when training is completed; or term positions less than 3 weeks in duration)
 - ii. As part of Succession Planning, at the discretion of the CAO, an internal Manager currently employed with the Municipality with good performance reviews may be appointed to a senior role without the need to post the position providing they meet the qualifications of the senior role, such as a Deputy Fire Chief moving to the Chief role or a Manager moving to a Director role.

3.3 Applications

- a. The Municipality shall not accept unsolicited applications and resumes. Applications received that are not for a specific posting will be shredded.
- b. All internal and external applicants must apply through Applicant Tracking System available through the website.
- c. If an application is received that is clearly marked for an open competition through another means other than the Applicant Tracking System, Human Resources shall direct applicants to the ATS. Applications received through another means will not be considered.
- d. Applications received after the job posting deadline will not be considered.
- e. The Municipal representative authorized for hiring and Human Resources shall review all properly completed applications and select a short list for interviewing that consists of the most qualified candidates. Where the number of qualified applicants allows, a minimum of three candidates will be interviewed.

- f. All unsuccessful applications will be kept on file and then destroyed as per the provisions of the Records Retention Bylaw.

3.4 Interviewing

- a. Interviews shall be scheduled by Human Resources or designate.
- b. Interview panels for vacancies shall consist of not less than two people and will include the Municipal representative authorized for hiring, Human Resources and may include a subject matter expert if required.
- c. Interviews are structured to ascertain the skills, knowledge, experience, education and general suitability for the position. If deemed appropriate by Human Resources, this may involve a demonstration of skills and abilities.
- d. Interviewed applicants will be asked to provide references to verify and validate information about their suitability as a candidate.
- e. Hiring Manager may opt to forgo an interview when a casual or temporary Employee that has demonstrated competency in the role and has satisfactory performance is applying for a permanent position in the same job that they currently hold. If a casual or temporary employee is applying for a different job or applying to switch departments, an interview is required.

3.5 Selection & Offers of Employment

- a. The Municipal representative authorized for hiring in consultation with the hiring committee shall make the final determination on the selection of the appropriate candidate for a position. Recruitment decisions will be impartial and consistent with recruitment legislation, the hiring policy and the Collective Agreement. If it is deemed that no candidates are suitable, a position may be reposted (or posted externally if previously posted internally) or left vacant.
- b. Once the preferred candidate is identified, an offer of employment will be made in writing. This offer of employment will include the starting wage/salary, start date or term of employment, and any required pre-employment screening checks or testing that are a condition of employment.
- c. Every offer of employment is subject to the successful completion of a criminal record check.
- d. Every offer of employment where the position requires the licensed use of a vehicle shall also be subject to the provision of a suitable driver's abstract.
- e. Temporary Employees or Returning Students may have all or part of their pre-employment screening waived at the discretion of Human Resources providing previous

pre-employment screening was successfully completed they are being hired within a one-year period from their last period of employment.

- f. At the discretion of the Municipal representative authorized for hiring, and dependent upon the nature of the job description and duties, successful completion of physical testing, medical testing, ~~credit checks~~, and credential checks may be a requirement of an offer of employment.
- g. An employment candidate will be reimbursed for mileage and direct costs associated with pre-employment testing if the tests are required by the Municipality.
- h. Once a job offer is accepted, all unsuccessful candidates shall be notified of the results of the competition within two weeks of the announcement of the appointment.

3.6 Orientation

- a. Orientation will be coordinated through Human Resources and will consist of health and safety orientation, Employee Code of Conduct, Benefits (if applicable), Policy information and facility tours.
- b. Job Specific Orientation and training will be coordinated with the Hiring Manager and/or with a peer or Lead Hand for the new Employee to shadow and learn specific job requirements.
- c. Unionized Employees and Managers of Unionized Employees will be provided with a copy of the Collective Bargaining Agreement.
- d. Other orientation as required will be coordinated by Human Resources in consultation with the Hiring Manager.

3.7 Potential Employee Conflicts

- a. Immediate Family Members – An Immediate Family Member shall not be considered for employment where it will create a direct or indirect managerial/subordinate relationship with the Immediate Family Member.
- b. Employees may not take part in, or in any way attempt to influence the hiring or placement process of a member of their immediate family.

3.8 Local Hiring Considerations

The Municipality encourages local hiring through the following policies and practices:

- a. Local Job Advertising requirements (in Local newspaper) ensure the visibility of postings to the local community.
- b. Job Posting guidelines outlined in the current Collective Agreement, which allow for all Unionized employment vacancies to be first posted internally and filled on the basis of seniority, ability and qualifications being sufficient.

MUNICIPALITY OF CROWSNEST PASS



Mayor

July 5, 2022
Date



Chief Administrative Officer

July 7, 2022
Date