 <p><b>CROWSNEST PASS</b> <i>Naturally Rewarding</i></p>	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1807-02 Hiring Policy September 16, 2014 September 9, 2014 1807-01 Finance and Corporate Services – Human Resources</p>

### 1.0 POLICY PURPOSE

The Municipality is committed to providing a safe work environment, ensuring the health and safety of all employees, and employing appropriately qualified employees. This policy defines the criteria and procedures that the Municipality will utilize for establishing positions and recruiting, selecting, and hiring employees.

### 2.0 DEFINITIONS

“**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).

“**Director**” means a Director of a Municipal Department, as designated by the CAO, and his/her duly authorized designee(s).

“**Employee**” means any person employed with the Municipality.

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

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

“**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 or designate shall be the Municipal representative authorized for the hiring, appointment, discipline, and dismissal of Non-Unionized Employees.
- b. The applicable Director shall be responsible for the hiring, appointment, discipline, and dismissal of Unionized Employees.
- c. Council shall approve all new Permanent Employee positions that are established by the Municipality.
- d. The CAO and Directors shall be permitted to utilize all established and funded Permanent Employee positions. Additionally, the CAO and Directors shall have managerial discretion in utilizing Temporary Employees and contracted services provided all relevant costs are incurred within Council approved budgets.

### **3.2 Job Postings & Advertising**

- a. Internal job postings and advertising for Union Employee vacancies shall take place as specified in the current Municipal Collective Agreement.
- b. All external job postings shall be posted with a minimum closing date 2 weeks from the start of recruitment. If there are no suitable candidates, job postings will be reposted with a new closing date.
- c. All external job postings shall be advertised, at a minimum using local newspapers, Municipal Website and electronic mailing lists, and in locations intended to notify Employees.
- d. 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.

### **3.3 Applications**

- a. The Municipality shall not accept unsolicited applications and resumes.
- b. All applicants must submit a resume and cover letter when applying on a vacancy.
- c. Applications received after the job posting deadline will not be considered.
- d. The Municipal representative authorized for hiring shall review all properly completed applications and interview the most qualified candidates. Where the number of qualified applicants allows, a minimum of three candidates will be interviewed.
- e. All unsuccessful applications will be kept on file and then destroyed as per the provisions of the Document Retention Bylaw.

### **3.4 Interviewing**

- a. Interviews shall be scheduled by the Manager of Corporate Services or designate.
- b. Interview panels for vacancies shall consist of not less than two people and will include the Municipal representative authorized for hiring.
- c. Interviews are structured to ascertain the skills, knowledge, experience, education and general suitability for the position. If deemed appropriate by the Manager of Corporate Services or designate, 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.

### **3.5 Selection & Offers of Employment**

- a. The Municipal representative authorized for hiring shall make the final determination on the selection of the appropriate candidate for a position. 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, drug test, and alcohol test.
- 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. 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.
- f. An employment candidate will be reimbursed for mileage and direct costs associated with pre-employment testing if the tests are required by the Municipality.
- g. Once a job offer is accepted, all unsuccessful candidates shall be notified of the results of the competition within two weeks of the appointment.

### **3.6 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.

### 3.7 Local Hiring Considerations

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

- a. Job Advertising guidelines outlined herein, which encourage local applications for seasonal, casual, temporary, and entry level positions.
- b. Job Posting guidelines outlined in the current Collective Agreement, which allow for all Unionized employment vacancies to be first filled with any qualified internal applicants. Backfilling vacancies created from promotions also results in the strong likelihood of local hiring.

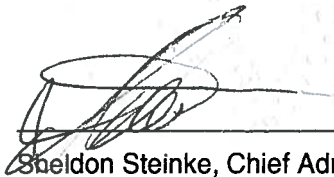
#### MUNICIPALITY OF CROWSNEST PASS



Blair Painter, Mayor



Date



Sheldon Steinke, Chief Administrative Officer



Date

