

THE RURAL MUNICIPALITY OF EAST ST. PAUL
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Personnel	<i>Classification</i>	Policy
<i>Subject</i>	Hiring	<i>Pages</i>	5
<i>Authority</i>	Council	<i>Effective Date</i>	July 7, 1999
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PURPOSE

The purpose of this policy is to define the criteria and procedures for recruiting, selecting and hiring employees.

POLICY STATEMENT

It is the policy of the Municipality to hire the best qualified employees available for all positions. Vacancies are filled by promotion or transfer from within the Municipality whenever possible. If a suitable candidate is not available from within, a new employee is recruited in accordance with the merit principle.

The merit principle is defined as:

the knowledge and ability of the candidate to fulfill the requirements of the position; such knowledge and ability to be proved in a competition open to the public.

The Municipality will not discriminate against any person for reasons protected under the Human Rights Code, such as but not limited to age, sex, race, creed, colour, marital status, ethnic or national origin, sexual preference, political or religious affiliation, nor by reason of Union membership or activities where applicable.

Persons with physical handicaps will be considered for employment on the basis of their capability for a particular position. Handicaps which do not interfere with performance shall not disqualify if they do not constitute a hazard to the Municipality or its employees.

In protecting the interests of the Municipality, all potential candidates may be subject to a criminal check.

PROCEDURE - ACTION

Hiring of Management Positions

1. Where a vacancy occurs, as the result of resignation, promotion, transfer, or dismissal of an employee, or the creation of a new position, the Chief Administrative Officer will notify Council.
2. The Chief Administrative Officer will post the position in accordance with the wishes of Council. The posting shall state the salary range for the position.
3. Applications received after the due date posted in the advertisement will not be considered.
4. The Interview Board will normally be comprised of a two members of Council and the Chief Administrative Officer.
5. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications.
6. When the short list has been selected, the Chief Administrative Officer will conduct a check of the candidate's references and medical condition, where required. Where new information presented dictates, the short list shall be amended.
7. Under normal circumstances, not more than four candidates will be interviewed for any position.
8. The Interview Board will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
9. Following completion of interviews, the Interview Board will rank the candidates in order of ability to fulfill the requirements of the position.
10. The Interview Board shall make recommendation to Council for the filling of the position. Council shall authorize the Chief Administrative Officer to offer employment to a candidate.
11. The Chief Administrative Officer shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.

12. The Chief Administrative Officer shall advise the unsuccessful candidates that were interviewed they have not been selected.

Hiring of Permanent Non Management Employees

13. Where a vacancy occurs, the Supervisor shall forward a request to the Chief Administrative Officer for action.
14. The Supervisor will post and fill the position, in accordance with the provision of the collective agreement where one exists.
15. Applications received after the due date posted in the advertisement will not be considered.
16. Where one or more qualified employees indicate an interest in the vacant position by applying for same, applications will be considered on the basis of necessary qualifications (i.e.. education, training and experience) and seniority. In all cases where these requirements are deemed to be satisfied equally by more than one employee applying for the position, length of service with the Municipality shall be the determining factor.
17. Applications received from qualified candidates will be reviewed by the Chief Administrative Officer and the immediate Supervisor within one week following the closing date of the competition. Candidates for interviews will be chosen based on the information presented in the applications.
18. When the short list has been selected, the Supervisor will conduct a check of the candidate's references and medical condition, where required. Where new information presented dictates, the short list shall be amended.
19. Under normal circumstances, not more than four candidates will be interviewed for any one position.
20. The Interview Board will normally be comprised of the immediate Supervisor of the position and the Chief Administrative Officer. The Board shall have the authority to offer a wage up to increment 'C' of the appropriate level in the current wage scale, or as provided in the collective bargaining agreement where one exists.
21. The Supervisor will arrange for all interviews to be conducted at such locations and at such time as is appropriate and convenient.
22. Following completion of interviews, the Interview Board will rank the candidates in order of ability to fulfill the requirements of the position.

23. The Supervisor shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Chief Administrative Officer will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
24. The Supervisor will provide to the Union, where one exists, the name of the successful candidate.
25. The successful candidate shall be informed that the appointment may be appealed in provision with conditions of the Collective Agreement.
26. The Chief Administrative Officer shall advise Council in writing of the appointment.
27. The Supervisor shall advise the unsuccessful candidates that were interviewed they have not been selected.

Hiring of Temporary or Casual Employees

Where, as a result of emergency situations, extra workload, vacation scheduling or any other appropriate reason the Municipality does deem it necessary to hire a person or persons to perform work of a temporary nature, the following procedure will apply:

28. Where the employment of temporary or casual employees is deemed necessary, the Supervisor shall forward a request to the Chief Administrative Officer for action.
29. The Chief Administrative Officer will review the requirements of the work to be done including the hours of work and wages to be paid with the Supervisor.
30. Upon approval of the Chief Administrative Officer, the Supervisor will locate a person to be hired as casual employee by means of reviewing applications on file, and/or local advertising. The Supervisor shall have the authority to offer a wage up to increment 'B' of the appropriate level in the current wage scale for temporary employees, or appropriate hourly rate for seasonal employees, or as provided in the collective bargaining agreement where one exists.
31. Applications received from qualified candidates will be reviewed by the immediate Supervisor within one week following the closing date of the competition. Candidates will be chosen based on the information presented in the applications.
32. The Supervisor shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Supervisor will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
33. The Supervisor shall advise any unsuccessful candidates that were interviewed they have not been selected.

Hiring of Summer Students

34. Where the employment of summer student employees is deemed necessary, the Supervisor shall advise the Chief Administrative Officer.
35. Notice of intent to hire summer students shall be posted.
36. Applications received after the due date posted in the advertisement will not be considered.
37. Applications received from qualified candidates will be reviewed by the immediate Supervisor within one week following the closing date of the competition. Candidates will be chosen based on the information presented in the applications. The Supervisor shall have the authority to offer the appropriate hourly rate for student casual employees.
38. The Supervisor shall contact the successful candidate, and providing the candidate verbally accepts the offer of employment, the Supervisor will formalize the offer of employment by letter to the successful candidate. The signature on the letter offering employment indicates agreement to the applicable conditions of employment.
39. Where available positions are applicable to provincial or federal grants, the successful candidate must meet the requirements outlined for the grant.
40. The Supervisor shall advise any unsuccessful candidates that were interviewed they have not been selected.