

	<b>Policy Number:</b>	<b>ADM34</b>
	<b>Policy Title:</b>	<b>Employee Recruitment and Selection</b>
	Policy Category:	Administration
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Responsible Department:	Corporate Services and Finance	

## PURPOSE

The purpose of this policy is to:

- ensure a consistent, fair and transparent approach to the recruitment and selection of employees;
- attract, select and retain qualified, competent candidates whom, if employed, would enable the Municipal District of Fairview No. 136 (the “Municipality”) to continue to provide high quality public service; and,
- establish the procedure that the Municipality will utilize for recruiting and selecting employees.

## SCOPE

This policy applies to all Municipal employment positions.

## DEFINITIONS

*Immediate relative:* for the purposes of this policy, an applicant’s grandfather, grandmother, grandfather in-law, grandmother in-law, father, mother, father in-law, mother in-law, brother, brother in-law, sister, sister in-law, spouse/partner (including common-law), son, son in-law, daughter, daughter in-law.

*CAO:* the Chief Administrative Officer of the Municipality.

*Council:* the duly elected Council of the Municipality.

*Municipal Government Act:* means the Municipal Government Act, RSA 2000, Chapter M-26, as may be amended or replaced from time to time.

## POLICY

### 1.0 AUTHORITY TO HIRE

- 1.1 The CAO and Department Directors have sole authority to hire employees within their Department or under their supervision.
- 1.2 The CAO and Department Directors shall hire employees for permanent and funded positions as they become vacant.
- 1.3 Council shall approve budget funding for all new permanent employee positions established by the Municipality that require additional funding.

1.4 The CAO and Department Directors shall exercise sound judgment in the recommending and hiring of temporary or seasonal employees to ensure that they do not exceed council-approved departmental budgets.

1.5 Hiring of successful candidates for any employment position is subject to approval by the CAO prior to an offer of employment being made.

## **2.0 MINIMUM STANDARDS**

2.1 When hiring employees for permanent positions, only candidates with a High School Diploma or General Educational Development (GED) Diploma will be considered.

2.2 When hiring employees for temporary or seasonal positions, candidates with a High School Diploma or GED Diploma will receive preference when work experience is similar between candidates.

2.3 No temporary or seasonal employee will be eligible for a permanent position unless they have a High School Diploma or a GED Diploma.

2.4 Directors may request an exemption to the minimum standards established in section 2 herein. The CAO, in consultation with Human Resources and the hiring Director, will make the final determination as to whether an exemption is granted.

## **3.0 JOB POSTINGS & ADVERTISING**

3.1 All permanent, temporary and seasonal positions will be posted externally and internally by Human Resources.

3.2 All job postings shall contain:

- Position title;
- Position category (permanent full-time, permanent part-time, seasonal, or temporary);
- Regular hours of work;
- Wage range or starting wage;
- Summary of the job description and/or a link to the full job description;
- Qualifications and experience of ideal candidate;
- Requirement that the successful applicant will be required to provide an acceptable 3-year driver's abstract and a satisfactory criminal record check;
- Job posting closing date; and,
- Instructions relating to the submission of an application.

3.3 All job postings shall be approved by Human Resources and the CAO prior to being advertised internally or externally.

3.4 All approved job postings shall be advertised internally and externally for a minimum of one (1) week.

3.5 External advertisement of job postings shall, at a minimum, include the Municipal website and Municipal social media accounts. Depending on the position, job postings may also be advertised in the local newspaper or in such a manner that will target applicants from outside the Municipality including, but not limited to, the Rural Municipalities of Alberta job board and the Alberta Urban Municipalities Association job board.

3.6 If there are no suitable candidates, job postings may be extended.

## **4.0 APPLICATIONS**

- 4.1 Unsolicited resumes and cover letters will be retained by the Municipality for 6 months and then destroyed.
- 4.2 Applications for active job postings received after the closing date shall not be considered for the position.
- 4.3 All applications, submitted by internal or external applicants, shall be in the form of a resume and cover letter.
- 4.4 All applications shall be submitted directly to Human Resources; Human Resources shall acknowledge receipt of all applications submitted for active job postings.
- 4.5 The Director recruiting the position shall review all applications and compile a list of the most qualified candidates to interview.
- 4.6 The applications of all unsuccessful candidates shall be retained for six months and then destroyed.

## **5.0 INTERVIEWS**

- 5.1 Interviews shall be conducted by a minimum panel of two Municipal representatives. The interview panel must include:
  - the Director recruiting the position, and
  - one other Municipal representative selected by Human Resources and the recruiting Director.
- 5.2 An immediate relative of the candidate cannot be a member of the interview panel.
- 5.3 All potential candidates must be interviewed by the same interview panel.
- 5.4 When conducting the interviews, the interview panel shall use a candidate evaluation form to document the interview; all interviewees shall be interviewed using the same candidate evaluation form.
- 5.5 Interviewed applicants will be asked to provide references; the recruiting Director (or designate) shall contact the references to further investigate the candidate's suitability. The recruiting Director shall use a reference check form to document the details provided by a candidate's references.

## **6.0 SELECTION**

- 6.1 Selection of the successful candidate shall be impartial and in compliance with all applicable Municipal, Provincial and Federal legislation, policies and procedures.
- 6.2 The selection panel will consist of the same members as the interview panel.
- 6.3 The selection panel shall document the evaluation of all interviewed candidates including, but not limited to, the interview results, resumes, cover letters and the references contacted.

- 6.4 All internal and external applicants will be evaluated based upon the same qualification criteria as detailed in the applicable position description. Where internal and external applicants both meet the required qualifications for a position, preference will be given to internal candidates.
- 6.5 The Municipality does not limit the possibility of the employment of immediate relatives of current employees, subject to the following provisions being met:
- a) The recruitment process detailed herein has been followed;
  - b) They have the necessary qualifications and abilities to successfully perform the duties of the position and are the most suitable applicant for the position; and,
  - c) No immediate relative was a member of the interview or selection panel.

Employment of immediate relatives is prohibited when:

- a) A direct or indirect supervisor/subordinate relationship will exist as a result of the selection of an immediate relative; or,
  - b) An immediate relative may have to discipline or evaluate their relative.
- 6.6 If no candidate is deemed suitable, the position may be re-posted or left vacant.

## **7.0 RECORDS RETENTION**

- 7.1 All documentation relating to candidate interviews, candidate reference checks and candidate evaluation and selection must be provided to Human Resources for retention. Documents to be retained, include but are not limited to, resumes, cover letters, candidate evaluation forms, notes taken by municipal representatives during the interview, reference check forms, and notes taken by municipal representatives during candidate evaluation and selection.

## **8.0 OFFERS OF EMPLOYMENT**

- 8.1 Once the successful candidate has been identified, the hiring Director shall obtain approval of the selection. If approval is provided, the hiring Director shall extend an offer of employment to the candidate in writing.
- 8.2 All offers of employment shall be conditional upon the successful applicant providing an acceptable 3-year driver abstract and a satisfactory Criminal Record Check.
- 8.3 If the offer of employment is accepted, all unsuccessful interviewees shall be notified of the results of the competition.

## **9.0 RECRUITMENT AND SELECTION OF CAO**

- 9.1 Council shall recruit and select for the position of CAO in accordance with the *Municipal Government Act*.
- 9.2 Council may establish a committee to assist with the recruitment and selection for the position of CAO.
- 9.3 Council may contract an external agency, of their choosing, to assist with sourcing potential candidates for the position of CAO.
- 9.4 The committee may request assistance from Human Resources, as required, to support them through the recruitment and selection process.
- 9.5 Council will pass a motion to appoint the successful candidate to the position of CAO.

## **10.0 CONSEQUENCES OF NON-COMPLIANCE**

- 10.1 Any suspected violation of this policy will be investigated.
- 10.2 Violation of this policy may result in disciplinary action being taken, in accordance with the Municipality's Personnel Policy, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution or any combination thereof.
- 10.3 Section 10 and all subsections thereof, shall not apply to Council recruitment and selection of the position of CAO.

## **FORMS & REFERENCES**

- Candidate Evaluation Form
- Reference Check Form