

HIRING OF STAFF POLICY

Subject: Hiring of Staff

Ref: Personnel

Code: #18

Date Approved: April 26, 2022 Motion No: 186/26/04/22

Replaces: 1643/08/11/16

The County of Northern Lights
believes in setting and following fair hiring practices.

The County of Northern Lights
intends to accomplish this by implementing an
effective interview and hiring procedure to be
followed when filling vacant positions.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

Procedure:

1. It shall be the intent of the County whenever possible to promote staff to positions that become vacant provided they have the required training, experience, education, etc.
2. Promotion of casual, seasonal or part-time staff to a permanent position may occur upon recommendation of the appropriate Department Head.
3. Recruitment of individuals available for permanent positions will be done through public advertisement in local and regional newspapers through applicable association websites or by promotion from the seasonal, part-time or casual employed individuals as per #2.
4. The following interview and hiring process will be exercised when hiring staff:

Permanent Staff

- a) Chief Administrative Officer – shall be interviewed by Council or committee of council appointed for this purpose
- b) Department Heads – shall be interviewed and selected by the CAO
- c) Other permanent staff shall be interviewed and selected by the Department Head and/or supervisor under which the positions fall.
- d) The CAO's input may be sought prior to final hiring.

Casual & Seasonal Staff

- a) Shall be hired by the supervisor to whom they will report in consultation with the applicable member of the executive team.
5. Persons who are delinquently indebted to the municipality [i.e. taxes, utilities, etc.] will not become eligible employees until their debts are paid in full.
6. The 'process' used to hire employees shall be followed and is attached hereto as Schedule A.
7. In the event of a vacancy in an Executive position (CAO, Manager or Director), the County shall ensure that anyone contracted to temporarily fill that position, is not an employee or shareholder of a consulting firm who is currently providing services to the County.
8. When an Executive position has been filled temporarily by a contract employee under clause 7 above, that employee and the firm which employs them, will not be granted any consulting work during the contract period, or for a six (6) month period following the termination of the temporary position.

Schedule A to the County of Northern Lights Hiring Policy

1. Positions for employment with the County must be advertised and contain closing dates, in conjunction with Article 11 of the Collective Agreement (CA).
2. Absolutely no hiring will take place prior to the competition closing date.
3. Resumes/applications must be reviewed and short-listed for potential candidates.
4. Short-listed candidates shall be called for interviews and interviews held. Travel expenses for interviews may be provided as determined by Department Head.
5. Department Heads shall review the level of pay with the appropriate Director in accordance with the collective agreement to determine appropriate placement on the pay grid. Benefits, vacation, etc for unionized employees shall fall under the collective agreement. For those positions outside of the collective agreement, benefits, vacation and other specifics shall be negotiated and included in offer letter.
6. Department Head to arrange with Payroll & Safety Administrator for a formal documenting and commencement process. *[No one is allowed to commence any work on any County worksite until this documentation stage has been completed].*
7. All new employees are to receive from Payroll & Safety Administrator the 'letter of offer' from the County referencing the terms and conditions of their employment, as well as other items such as copies of :
 - AUPE collective agreement
 - General Safety Policy
 - Electronic Access and Bring your Own Device Policy
 - County Website and Social Media Policy
 - Harrassment and Bullying Policy
 - Personnel Code of Conduct and Business Ethics Policy
 - Progressive Discipline Policy
 - Violence in the Workplace Policy
 - Use of County Vehicles Policy
 - Use of County Facilities Policy
 - OH&S/Safety orientation materials/training
 - Written job description
 - Time sheets and absence forms
 - County Benefits Information
8. Once a position has been filled, other candidates interviewed shall be contacted and advised that the position is no longer available. This shall be done by a member of the Executive Team or the supervisor involved during the interviews.
9. All employees are required, upon commencing employment, to provide the County with a driver's abstract. Authorization to pull an abstract will be required bi-annually.
10. Potential employees who may be delinquently indebted to the municipality must clear up, or make written arrangements to clear up, those arrears with Administration before commencing work.