

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY NO.:	4.13
SUBJECT:	HIRING EMPLOYEES
ADOPTED:	July 18, 2007
REVISED:	March 14, 2018
ADMINISTERED BY:	Department Heads

Policy: All employees will be screened and hired according to the procedures below.

Objective: To provide consistent guidelines for the hiring process for employees.

Definitions:

1. *Advertised* means advertised in a local newspaper at least once prior to the position closing, and may include other means of advertising.
2. *Audit* means the independent and formal oversight of a process to ensure accuracy, fairness and compliance with standards. The auditor does not participate in the process.
3. *External Posting* means a posting that is open to the general public.
4. *Internal Posting* means a posting that is restricted to people currently employed by the District.
5. *Standing Committee* means the Mayor may establish a standing committee for any matter the Mayor considers would be better regulated and managed by means of such a committee. A standing committee considers matters that are referred to it, and reports to council with or without a recommendation.
6. *Temporary Position* means a job that is of limited or indeterminate duration.
7. *Permanent Position* means a position that is established for a continuing and indefinite or unlimited period.

Procedure:

1. This policy does not apply to postings for summer student employees.
2. All temporary positions shall be posted as external postings.
3. All permanent positions shall be posted either as Internal Postings or as both Internal and External Postings, at the discretion of the department head.

4. All employees will be hired- in accordance with current legislation, applicable agreements and best practice.
5. All external postings shall require completion of grade 12 as a minimum level of education. All other criteria for employment shall be at the discretion of the department head.
6. Candidates for external postings must submit a resume and any supporting documentation requested as their application for a posting.
7. Candidates for internal postings must submit a written statement of their interest in a posting and may be required to submit supporting documentation at the discretion of the department head
8. A hiring panel will be formed to review applications for hiring employees. The panel must consist of the department head and at least one other senior employee. The department head has the final decision in hiring staff for their department.
9. In the case of hiring Senior Officer positions a member of Council will be asked to audit the proceedings. The Chief Administrative Officer has the final decision in hiring Senior Officers.
10. The Mayor will establish a Standing Committee including Senior Officers when hiring Chief Administrative Officer. Council has the final decision in hiring for this position.
11. Whenever possible, persons who have a personal or familial relationship with a candidate will be excluded from the selection process by the hiring panel lead
12. The hiring panel will screen the applications, form a short list, determine appropriate interview questions, conduct the interviews, and provide the weighted short list using approved best practice to make recommendation to the department head.
13. (see section 5) The appointment of any permanent employee shall not contravene any conditions agreed upon in the Outside Workers Memorandum of Understanding or existing legislation