

MUNICIPAL DISTRICT OF BIG LAKES

TITLE:	Hiring Policy
APPROVED BY COUNCIL:	January 12, 2005
EFFECTIVE DATE:	January 12, 2005
MOST RECENT REVISION:	June 22, 2011
POLICY NO.	Admin-19
LEGAL AUTHORITY:	

POLICY STATEMENT

The Municipal District of Big Lakes recognizes a need to establish a policy that provides guidelines to Administration for fair and equitable hiring practices.

POLICY

A. Definitions:

1. "*Municipal District*" shall refer to the Municipal District of Big Lakes. Further it shall encompass the breadth of employees working within the various departments, boards, and/or authorities over which the Municipal District has jurisdiction and when such persons are employees of the Municipal District.
2. "*Applicant*" shall refer to any individual who, through submission of a resume, statement of qualifications, and/or other material requested by the Municipal District, has entered into a competition to fill a vacant position within the Municipal District.
3. "*Council*" shall refer to the Council of the Municipal District of Big Lakes
4. "*Relative*" shall mean a first degree family relationship, including spouse (either through marriage or common-law), same sex partner, father, mother, brother, sister, son, daughter, step-father, step-mother, step-son, step-daughter and second degree relationships, including grandparent, grandchild, aunt, uncle, niece, or nephew. It also includes those first degree and second degree relationships which result from adoption.
5. "*C.A.O.*" shall refer to the Chief Administrative Officer of the Municipal District of Big Lakes.
6. "*Department Supervisor*" shall refer to any individual designated by the C.A.O. as the head of any department within the Municipal District.

7. "*Front-Line Employees*" refers to any person in the employ of the Municipal District who serves in the day to day functions of the Municipal District in a non-managerial capacity.
8. "*Preferred Candidate*" refers to an individual who, in the determination of a Department Supervisor (or delegate) and/or the C.A.O., is the most suitable applicant to a vacant position within the Municipal District.
9. "*Summer Student*" refers to an individual enrolled in an educational institution who is employed during the off-months for the institution (generally May to August) and will be returning to the educational institution when classes reconvene (typically September).

B. General Provisions:

1. Hiring practices, as conducted by the Municipal District, are done on the basis of ability, merit, qualifications, competence, skills and experience. When hiring a person, there will be no regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. When considering applicants for employment with the Municipal District, the Preferred Candidate will be chosen for the position.
2. An applicant may be disqualified for a position with the Municipal District due to a bona fide occupational requirement or when the individual cannot be reasonably accommodated in the workplace.
3. An applicant who provides false, dishonest or misleading information in an application for employment, or during an interview, will be disqualified for employment. In the event the false, dishonest or misleading information is discovered after an applicant has been hired, the employee shall be subject to disciplinary action, as determined by the C.A.O., up to and including termination. The C.A.O. will inform Council of a violation of this provision.
4. The Municipal District recognizes the important role that local individuals can play in the administration of the local government. The Municipal District will give preference to a local applicant when two or more applicants are equally suitable for a position having regard to their ability, merit, qualifications and competence.
5. Nothing within this policy shall preclude the Municipal District from using external expertise, a contractor or independent contractor, when in the opinion of Council and the C.A.O.:

- a. It is more economical and/or effective to do so, or
 - b. There has been insufficient response to an advertisement for a vacancy within the Municipal District; or
 - c. Regardless of the number of applicants, no suitable applicant has been found; or
 - d. It is in the best interest of the Municipal District.
6. This hiring policy applies equally to all departments and boards within the Municipal District, over which the Municipal District has jurisdiction.
 7. This policy does not apply to the appointment of volunteers within the Municipal District.

C. Nepotism

1. The Municipal District will not favour the employment of relatives of current (or former) employees over others. All candidates will be given equal opportunity for employment with the Municipal District based on ability, merit, qualifications, competence, skills and experience regardless of any relationship between the applicant and any member of Municipal District staff or council.
2. Preference is not given to relatives when a person is hired by the Municipal District. If the Preferred Candidate is a relative of an employee of the Municipal District, the approval of the C.A.O. must be obtained before an offer of employment is made to that person.
3. When relatives of employees employed by the Municipal District are being considered for employment, the following principles apply:
 - a. No employee or potential employee is to be shown favour on the basis of that relationship;
 - b. The interests of the Municipal District are not to be compromised and conflicts of interest are to be avoided;
 - c. Relatives must not be in a direct reporting relationship and one relative must not be the supervisor of the other.
4. Employees who find themselves in a potential or actual conflict with this policy have a duty to notify the C.A.O. immediately upon becoming aware of such actual or potential conflict.
5. The Municipal District will not employ relatives of an employee or of a Council member in positions where:
 - a. One employee may have the opportunity to influence the terms or conditions of employment of the other;

- b. One employee would have direct access to confidential personnel or financial records of the other; or
- c. The nature of the working positions are such that both employees would be working together in positions of trust, or security regarding the handling of money.

An application for employment by any person or an application for a vacant or new position by a current employee is not acceptable when there would be a conflict as described above.

- 6. An employee is not eligible to:
 - a. Take part in the review, interview or selection of an applicant who is a relative or the employee; or
 - b. Participate in performance evaluations or in promotion, transfer, advancement or misconduct investigations/decisions of a relative of the employee.
- 7. In the event that employees become related to one another after they have been hired by the Municipal District, the C.A.O. will review the situation and ensure that sufficient safeguards are put in place to protect the interests of the Municipal District. Where such safeguards cannot be established, the employment of one of the related employees may be terminated, or one of the employees may be transferred to a different position.

D. Hiring Process:

The following guidelines will be followed for the hiring of employees for the Municipal District:

1. Filling a Vacant Position

a. Senior Management Position

- i. Upon receiving notice that a senior management position is (or will become) vacant, the C.A.O. shall inform Council of the situation at the first Council meeting following the C.A.O. receiving the information.
- ii. Having informed Council of the situation, the C.A.O. shall ensure that a job advertisement is created. This advertisement shall include:
 - a. A description of the position

- b. The qualifications sought
- c. A list of any material required to form an acceptable application (resume, cover letter, copy of certificate or diploma, transcripts, etc.).
- d. A list of acceptable methods by which applicants may submit an application (fax, mail, email, etc.)
- e. The closing date for receipt of applications by the Municipal District. The closing date shall not be less than **two weeks** from the date that the advertisement is first published.
- f. The contact name to which applications should be addressed.

iii. The job advertisement shall be circulated locally, regionally, and nationally, by any method which may be deemed to be effective and economically reasonable.

b. Front-Line Employees

- i. Upon receiving knowledge that a front-line position is, or will become vacant, the Department Supervisor to which the vacant position reports shall inform the C.A.O. of the situation.
- ii. Once informed, the C.A.O. shall ensure that a job advertisement is created. This advertisement shall include:
 - a. A description of the position
 - b. The qualifications sought
 - c. A list of any material required to form an acceptable application (resume, cover letter, copy of certificate or diploma, transcripts, etc.).
 - d. A list of acceptable methods by which applicants may submit an application (fax, mail, email, etc.)
 - e. The closing date for receipt of applications by the Municipal District. The closing date shall not be less than **two weeks** from the date that the advertisement is first published.
 - f. The contact name to which applications should be addressed.
- iii. The job advertisement shall be circulated both locally and regionally, by any method which may be deemed to be effective and economically reasonable.

c. Temporary/Seasonal Employees

- i. Department Supervisors may use temporary employees to temporarily assist regular employees to meet peak work load needs, when a regular employee is not able to work and perform their duties, or to temporarily fill a vacancy until a regular employee is hired, or returns from approved leave.
- ii. A temporary position is a position which is for 60 consecutive days or less, or it may be for a longer period subject to the approval of the C.A.O.
- iii. Seasonal employees are those who are hired for a particular season and whose employment is less than 12 months in duration. Department Supervisors are responsible for hiring seasonal employees. A seasonal employee who has worked for the Municipal District in the past year must submit a new application for employment.
- iv. Temporary employees may be hired without following the hiring process noted above.
- v. Department Supervisors will be responsible for recruiting and hiring temporary employees.
- vi. All costs pertaining to the recruiting and hiring of temporary or seasonal employees will be allocated to the department to which the employee is hired. Thus, these costs must be covered by the operating budget of that department.

2. Creating a Full-Time Position

It is hereby recognized that from time to time it may become necessary for the Municipal District to create full-time positions within the organization in order to meet increased responsibilities and/or workload demands. This section outlines the procedures for the creation of new positions within the organization.

- a. Upon obtaining knowledge that the creation of a new position within the Municipal District would be beneficial to the administration of the Municipal District, the C.A.O. or his/her delegate will present a case for creation of said position to Council. Presentation to Council may be made

- i. As part of the preparation of the annual budget, or
 - ii. Through any other appropriate mechanism of Council.
- b. Only upon the approval of the position by Council shall the C.A.O. proceed with the recruitment of an individual to occupy the position in question.
- c. Upon receiving the approval of Council, the newly created position shall be deemed vacant, and the C.A.O. shall ensure that the appropriate process for filling a vacant position (Section D.1.) is followed.

E. Summer Student and Intern Employees

In recognition of the important role that work experience can play in the lives of today's youth, as well as the value which youth can bring to the Municipal District, the Municipal District supports the employ of student and intern employees where workload and fiscal circumstances permit such activity. The following provides guidelines to be used for the purpose of hiring a summer student or intern.

1. Interns

- a. Once a Department Supervisor (or the C.A.O.) determines that the possibility of employing an intern exists, he/she shall bring the situation to the attention of Council.
- b. Only upon the approval of Council shall a Department Supervisor undertake the recruitment of an individual to serve as an intern within the Municipal District.
- c. Once the Department Supervisor has received approval from Council, the Department Supervisor or their delegate will identify the most effective way to recruit an individual given the qualifications sought and the department within which the intern position has been created.
- d. Having identified the most appropriate channel(s) to utilize in the recruitment of the summer student/intern, the Department Supervisor (or his/her delegate) will then contact representatives for those channels deemed to be both effective and fiscally reasonable.
- e. The Department Supervisor (or his/her delegate) will enter into the processes required by the recruiting channels selected for the

purpose of finding a preferred candidate to hold the position being offered by the Municipal District.

- f. Once the Department Supervisor (or delegate) has selected a preferred candidate, the Department Supervisor (or delegate) shall inform the C.A.O. of the selection and provide supporting documentation of the candidate's qualifications.
- g. Upon the approval of the C.A.O., the position may be offered to the preferred candidate.
- h. Intern positions do not have to be advertised.

2. Summer Students

- a. For the purposes of this policy, positions which are commonly referred to as "summer students" within the Municipal District are considered to be seasonal employees. Thus, the hiring of summer students is subject to the provisions set out in Section D (1) c of this policy.


Hiring Decisions:

- 1. In accordance with the provisions of the Municipal Government Act and the bylaws of the Municipal District, the C.A.O. is the administrative head of the Municipal District, and all decisions to hire an applicant into the administrative structure are ultimately retained by the C.A.O.. However, the C.A.O may choose to include any member(s) of Council, staff, or the public in the interview and decision making process if he/she determines that such inclusion would enhance the candidate selection.

Applicable Laws

The Municipal District recognizes all statutes and laws applicable to it. If any provision of this policy is in contravention with any statute or law, the statute or law shall supercede what is stated in this policy.


Reeve


Chief Administrative Officer

DATE APPROVED: January 12, 2005

AMENDED: June 22, 2011

amended section D c(iii) by replacing
“...*does not have to* submit a new
application for employment” with
“...*must* submit a new application for
employment”