



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-03-25
Subject: Hiring Procedure Policy Update

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Hiring Procedure Policy Update; and

That West Elgin Council considers approval of the Hiring Procedure Policy in the By-law portion of the agenda.

Purpose:

The purpose of this report is to provide Council with an explanation of the updates to the Hiring Procedure Policy.

Background:

Staff have been undertaking reviews of policies regularly and updating them with the appropriate titles and procedures to ensure that West Elgin has updated and relevant policies.

The Hiring Procedure Policy and the Part-Time Employment Policy were combined into one policy for hiring of all types of staff and some minor updates were made with respect to position titles, and the hiring panels for various positions to reflect what has been done. The previous policies have been included.

A new form has been developed to ensure the proper procedures are followed with hiring, transferring and terminations of staff.

Financial Implications:

N/A

Policies/Legislation:

HR-3.1 Hiring Procedure Policy
HR- 3.5 Part-Time Employment Policy