

Municipality of West Elgin

Schedule “A” to By-Law #2021- 23

Policy HR-3.1 Hiring Procedure

Effective Date: **November 25, 2004**

Review Date: **March 25, 2021**

Policy Statement

- 1.01 To ensure that the Municipality of West Elgin selects the most qualified candidates, a rigorous recruitment and selection process is used.

Process

- 2.01 The process shall generally consist of the following steps:
- (a) Placing an advertisement and/or using an internal job posting;
 - (b) Requiring the submission of a resume;
 - (c) Panel interviews of candidates;
 - (d) Background and reference checks;
 - (e) Recommendation of Supervisor.
- 2.02 Senior Management hiring decisions are recommended by the Hiring Panel to Council. Council shall authorize the hiring of Senior Management full-time employees by resolution.
- 2.03 All other full-time hiring decisions are approved by the Chief Administrative Officer (CAO)
- 2.04 Hiring of Relatives Policy HR-3.3 shall apply to all postings
- 2.05 Prior to posting of a vacant position or the call back of any employee the Hire/Transfer/Termination Request Form must be approved by the CAO.
- 2.06 Posting:
- (a) Positions shall be posted internally for 10 working days.
 - (b) Positions shall be advertised externally for a minimum of 2 consecutive weeks.

2.07 Hiring Panel:

- (a) For Chief Administrative Officer, the hiring panel shall consist of all members of Council and the Human Resources Consultant.
- (b) For Senior Management, the hiring panel shall consist of the CAO, one member of Senior Management and the Human Resources Consultant.
- (c) For office employees, the hiring panel shall consist of the CAO and a second member of Senior Management.
- (d) For positions below Senior Management, the hiring panel shall consist of the Head of the department, the CAO and a second member of Management.
- (e) If the hiring panel deems it necessary, an additional member may be added to the panel.

2.08 Part Time & Seasonal Employees

- (a) Part-time employees may apply for internal posting of vacancies
- (b) Seasonal employment may be repeated for a subsequent period based on recommendation of the Supervisor.
- (c) If a seasonal employee is not returning in the subsequent year, the job shall be advertised.
- (d) The Department Head and Supervisor will perform the interviews and make a decision regarding hiring and report same to the CAO.

Attachments

Hire/Transfer/Termination Request Form