

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-3.5
Section:	Recruitment and Selection	Effective Date:	Nov 25/04
Subject:	Part-Time Employment	Revision Date:	Sept 9/10
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1 PURPOSE:

- 1.01 To apply a consistent approach to the hiring of part-time employees

2 POLICY:

- 2.01 Process shall be consistent with the Hiring Procedure set out in Index No. HR-3.1.
- 2.02 Part-time employees may apply for internal posting of vacancies.
- 2.03 Hiring Relatives Policy, Index No. HR-3.3, shall apply to part-time employment.
- 2.04 Seasonal employment may be repeated for a subsequent period based on recommendation of the Superintendent.
- 2.05 Hiring Panel shall consist of: at least two persons of which one shall be the Superintendent or designate. The panel shall be determined by the Superintendent
- 2.06 All hiring decisions shall be made by the Hiring Panel.

3 ADMINISTRATION:

- 3.01 Administrator/Superintendents shall follow this policy.

4 ATTACHMENTS:

- 4.01 None

Council authorization: By-law 2004-89
By-law 2010-71