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# HIRING POLICY

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: July

Related Bylaw: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to ensure a consistent method of hiring competent, reliable and efficient staff for the Village's operations.

## **Guidelines**

### HIRING OF CAO

1. The Chief Administrative Officer shall be hired by Council.

### ALL EMPLOYEES

2. When filling any position, the most qualified applicant will be awarded the position based upon knowledge, skills, education and organizational fit as determined by the individual(s) conducting the hiring.
3. An employee shall not be employed in a position that is directly and/or indirectly supervised by a family member or relative, unless approved by Council prior to the hiring
4. All open positions shall be advertised for at least two consecutive weeks. Posted at the Post Office and on the Village website or on any other website as deemed necessary in order to secure the best candidates.
  - a. This process will be administered by the CAO, or in the case of the hiring of the CAO, Village Council.
5. After the position deadline has closed the candidates will be shortlisted and this list will be contacted for interviews.
6. The interview panel will include the CAO and may include the Public Works Supervisor and one or more representatives from Council depending on the position being filled.

### UNSOLICITED RESUMES/APPLICATIONS

7. At times, the Village may receive resumes or applications that are not in response to a position advertised.
8. These resumes or applications will be forwarded to the CAO for review when positions become available.
9. These resumes or applications will be retained for a period of one year, after which they will be destroyed.