

**THE RURAL MUNICIPALITY OF REYNOLDS
MUNICIPAL HIRING POLICY**

SUBJECT: Municipal Hiring Policy

POLICY NUMBER: 24

EFFECTIVE DATE: _____Feb. 27/2018

REPLACES POLICY: _____

RESOLUTION DATE: ___Feb .27/2018

RESOLUTION NO.: _____

A. PURPOSE

The purpose of this policy document shall be to define the guidelines which govern the recruitment, selection and hiring of personnel with the Rural Municipality of Reynolds.

B. STATEMENT OF GENERAL INTENT:

WHEREAS the Government of Canada and the Government of Manitoba have passed legislation regarding discriminatory hiring practices;

AND WHEREAS the Municipality of Reynolds wishes, wherever possible, to encourage the advancement of personnel currently working within the Municipality;

NOW THEREFORE BE IT RESOLVED THAT the following shall represent the guidelines for the recruitment, selection and hiring of personnel within the Rural Municipality of Reynolds.

C. DEFINITIONS:

Personnel / Human Resources Council Committee: Shall be a committee appointed by Council.

Merit Principle: Shall mean the ability of the candidate to fulfill the requirements of the position.

Relative: Shall be considered a spouse including a common-law relationship, parent, child, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law.

D. GENERAL POLICY GUIDELINES

The Municipality shall hire the best-qualified individual available, within compensation constraints, for all positions; taking into consideration the need to hire within the Municipality if possible.

When possible, vacancies shall be filled by the promotion or internal transfer of personnel.

Where a qualified and suitable candidate is not available, from within, a new employee shall be recruited in accordance with the merit principle.

Disabilities, which do not interfere with performance, shall not disqualify an individual for a position if the disability does not constitute a hazard to the Municipality or its employees.

The Municipality shall not hire relatives of present employees in the same Division of a Department.

Present employees, who become married or enter into a common-law relationship with other present employees, are permitted to continue their employment provided there is no supervisory relationship.

E. RECRUITMENT:

1. General Recruitment Guidelines:

The CAO shall notify Council of any vacancies by email or at a regular Council meeting.

2. Recruitment Positions:

Vacancies shall first be filled internally and then will be posted on the Municipal website, Facebook, and in local newspapers.

3. Recruitment – Chief Administrative Officer

Council shall initiate a competition for any Chief Administrative Officer position vacancy. Council may choose to contract with a Consultant or HR Firm to recruit a suitable candidate.

F. SELECTION OF THE INTERVIEW BOARD

For staff and public works positions (excluding the Chief Administrative) the Interview Committee will be called upon to conduct the interviewing.

The Interview Committee shall be comprised of the CAO and one to two other designated employees. The CAO may call on available Council members or outside Consultants when warranted.

The interview process for the Chief Administrative Officer shall be assigned to Council's Personnel and HR committee. Council may choose to assign the interview and selection process to a Consultant or HR Firm.

G. THE INTERVIEW PROCESS – GENERAL GUIDELINES:

- Applications shall be reviewed and shortlisted by the CAO within one (1) week of the competition closing date.
- The Chief Administrative Officer shall schedule all interview to be conducted.
- The Interview Committee shall be provided interview questions by the CAO.
- The Interview Committee will rank each candidate in order of ability to fulfill the requirements of the position.
- The CAO will check a minimum of two (2) references for the selected applicant.

H. THE OFFER – GENERAL GUIDELINES:

The Chief Administrative Officer will verbally offer the position to the selected candidate, communicating the salary and the employment start date.

The CAO formalizes the offer with a written employment contract on the employee's start date.

All unsuccessful candidates interviewed will receive a letter notifying them that the position has been filled.

I. HIRING OF CASUAL EMPLOYEES – GENERAL GUIDELINES:

The responsibility for the hiring of casual employees shall rest on the Chief Administrative Officer.

The memorandum will include the requirement of the work to be done including the hours of work, wages to be paid and the period of employment.

The Chief Administrative Officer will locate a person to be hired as a casual employee by means of reviewing applications on file and local advertising*.

*Where the Chief Administrative Officer is able to locate a suitable person qualified to perform the work by any other means, advertising would not be necessary.

Persons applying for casual employment will be interviewed by the Chief Administrative Officer with the most suitable candidate will be hired.