

**VULCAN COUNTY POLICY NO. 12-3129**

Effective: March 20, 2008  
Revised: July 20, 2011  
Revised: May 1, 2013

**HIRING POLICY**

Approved by County Council  
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Cross Reference: MTN 2008-03-80  
MTN 2011-07-49  
MTN 2011-09-04  
MTN 2013-05-04

MTN CC 2017-09-13-15



## **Hiring Policy**

### **PURPOSE**

This policy outlines the procedures for recruiting and hiring County personnel for all positions except the position of Chief Administrative Officer County Administrator.

### **1.0 POSITIONS**

#### **1.1 VACANT EXISTING PERMANENT, TEMPORARY, OR PART TIME POSITIONS**

1.1.1 Prior to the recruitment of staff for any vacant permanent position, the Department Head of the functional area in which there is a vacancy will review the position to determine if the position is required to be filled.

1.1.2 Vacant positions need not be filled and can remain vacant for a period of time. Determination of such shall be in consultation with the Chief Administrative Officer.

1.1.3 Once the review determines the need to recruit a replacement, the Department Head will review the job description with the Chief Administrative Officer or delegate to ensure that the job description is accurate and current.

1.1.4 All vacant job descriptions shall contain the information outlined in 4.0.

#### **1.2. NEW PERMANENT, TEMPORARY, OR PART TIME POSITIONS**

1.2.1 For any new position the Department Head of the functional area in which there is a new position shall meet with the Chief Administrative Officer or

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delegate to prepare an accurate and current job description for the position to be filled.

- 1.2.2 All new job descriptions shall contain the information outlined in 4.0.
- 1.2.3 All new and modified Job Descriptions must receive approval from the Chief Administrative Officer.

**2.0 RECRUITMENT PROCEDURE: PERMANENT POSITIONS****2.1 INTERNAL POSTING**

- 2.1.1 A recruitment notice shall first be posted in the County Administrative Building, County Shop, and Agriculture Shop for a minimum of 5 work days prior to external posting. At the discretion of the Chief Administrative Officer, external postings may begin at the same time as internal postings.
- 2.1.2 Qualified County staff may apply for any posted vacancy, subject to the sections of this Policy and Personnel Policy #12-3120.
- 2.1.3 The Chief Administrative Officer or delegate is responsible for preparing and posting all recruitment notices.

**2.2 EXTERNAL POSTING**

- 2.2.1 After the posting time period as outlined in 2.1.1, has expired, the recruitment notice may be advertised externally through a variety of methods and means deemed suitable and appropriate for the position.
- 2.2.2 The external advertisement shall be for whatever time period deemed suitable and appropriate for the position.

**2.3 APPLICATIONS**

- 2.3.1 Applications for any advertised positions may be submitted in letter form, by resume, or by any form proscribed by the County.

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- 2.3.2 All applications shall be reviewed by a selection team composed of at least the appropriate Director, and the Chief Administrative Officer or designate. Other personnel may be included with the selection team as required, desired, or as appropriate to the needs of the County.
- 2.3.3 The review committee shall review the applications received for the position and shall select suitable candidates for consideration.
- 2.3.4 The Department Director or designate will check applications for accuracy and will conduct reference checks either before or after the interviewing of any candidates.
- 2.3.5 Reference checks shall be completed before any offer of employment is extended to any candidate.

**2.4 INTERVIEWS**

- 2.4.1 The Department Director or designate shall make all arrangements for interviewing candidates for employment.
- 2.4.2 The Department Director shall prepare a comprehensive interview questionnaire and shall provide copies of the questionnaire to the other members of the interview team.
- 2.4.3 Candidates for employment shall be interviewed by the selection team.
- 2.4.4 Upon the conclusion of interviews of all the candidates for a position, the selection team shall evaluate the candidates and offer their opinion of the best candidate for the position to the appropriate-Director.
- 2.4.5 The appropriate Director has the final authority to select or reject the candidate from those interviewed.
- 2.4.6 If a suitable candidate is not found or selected, the selection team may re-advertise the position or may consult with the County Administrator for direction.

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**3.0 OFFERS OF EMPLOYMENT**

- 3.0.1 The Department Director or CAO shall make and record all offers of employment to candidates and such offers shall be made in writing.
- 3.0.2 No candidate is to be hired or offered employment who has not applied for a job in writing or who has not been interviewed by the selection team as outlined in 2.4.3.
- 3.0.3 The Payroll and Benefits Coordinator shall complete all requirements for employing staff and ensuring that the necessary forms and documents are presented to, discussed with, and signed by the new employee.
- 3.0.4 The Department Director will prepare the Orientation Form for all new employees and work with the Department Head or Chief Administrative Officer to finalize the Orientation by the 3<sup>rd</sup> week of employment.
- 3.0.5 The Chief Administrative Officer and all Department Head positions will be employed through employment contracts as approved by Council on a case by case basis.

**4.0 JOB DESCRIPTIONS**

- 4.0.1 Job descriptions of all positions shall be prepared by the appropriate Department Director with assistance from the Chief Administrative Officer or designate if required.
- 4.0.2 For each job description, Department Director shall outline the name of the position, the duties and responsibilities of the position, the minimum qualifications required for the position, the status of the position (full time, part time, seasonal, temporary), the work site location, the minimum physical requirements, and the salary of the position. Additional information may be added as required.

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## **5.0 SEASONAL POSITIONS**

### **5.1 RETURNING SEASONAL EMPLOYEES**

- 5.1.1 For seasonal employees, Department Directors shall, as early as is practical, review past employees and determine if any are returning to work for the season.
- 5.1.2 Department Directors are not obligated to rehire past seasonal employees.
- 5.1.3 Department Directors may hire past seasonal employees without the requirement of an interview as outlined in 3.0.2, but may require an interview of a returning seasonal employee if such is deemed appropriate.
- 5.1.4 If past seasonal employees are rehired, the Department Director shall administer the employment offer process as outlined in 3.0.

### **5.2 NEW SEASONAL EMPLOYEES**

- 5.2.1 Department Directors are to inform the Payroll and Benefits Coordinator and the CAO as soon as practical of the number and type of seasonal vacancies expected for the upcoming year.
- 5.2.2 The Department Director shall prepare a recruitment advertisement for the known seasonal vacancies and shall post the advertisement as deemed appropriate.
- 5.2.3 Applications for any advertised seasonal positions may be submitted in letter form, by resume or by any form proscribed by the County.
- 5.2.4 All applicants for seasonal must be reviewed for suitability by the appropriate Department Director.
- 5.2.5 A candidate deemed suitable for a seasonal position must be interviewed by the appropriate Department Director and foreman.
- 5.2.6 No candidate is to be hired or offered seasonal employment who has not been interviewed as outlined in 5.2.5.

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- 5.2.7 The Department Director shall conduct the appropriate reference checks before an offer of employment is extended.
- 5.2.8 The appropriate Department Director has the authority to select or reject the seasonal candidate from those interviewed.
- 5.2.9 The Department Director shall complete all requirements for employing seasonal staff and ensuring that the necessary forms are presented to, discussed with, and signed by the new seasonal employee.
- 5.2.10 Given the practicalities of seasonal work, the appropriate Department Director and CAO may alter the time periods for recruiting seasonal employees.

**6.0 NEPOTISM**

- 6.1 Vulcan County does not discourage family members of existing staff and Council from applying for employment with the County. Vulcan County also recognizes it has a responsibility to ensure that there are proper policies in place should family members of existing staff and/or Council be hired or promoted. Therefore, when considering hiring or promotion, the following shall apply:
- 6.1.1 For the purposes of this section 6, "Family Member" shall be defined as: spouse or adult inter-dependent partner, child or ward, grandchild, sibling, parent or parent of spouse or adult interdependent partner, or dependent of the employee living in the household of the employee.
- 6.1.2 An individual shall not be hired for, nor promoted to, a position where another Family Member on staff would be their direct supervisor.
- 6.13 An employee shall not be promoted to a position if the promotion places that employee in a direct supervisory position to a Family Member.

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6.1.3 A Family Member of a current Councillor shall not be hired for, nor promoted to, the position of the Chief Administrative Officer, Director of Operations, Director of Agricultural Services, Director of Corporate Services or Director of Protective Services. Notwithstanding, if an employee is already employed in one of these positions and a Family Member is elected to Council, the employment of the employee, in their current position, will not be affected.

**END OF POLICY**