

POLICY NO:	PE 029
POLICY TITLE:	HIRING POLICY
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	36-06-06
REVISION DATE:	40-06-06; 21-03-09; 57-09-13 (September 24, 2013)
REVIEW DATE:	

Policy Statement:

The County of Vermilion River wishes to use prudent practices, procedures and guidelines, in line with the Human Rights, Citizenship and Multiculturalism Act, when hiring employees.

Background:

1. The County has a mixture of full-time, part-time and seasonal or temporary employees
2. Our practice has been to vary the amount of time spent / research done on prospective employees depending on the type of position and the related responsibilities
3. Our practice has been to hold applications for those interviewed for one year in the payroll files; those not selected for interviews will be shredded after short listing or may be shared with other departments but not with external organizations / individuals.

Definitions:

1. Drivers Abstract – a verified true copy from a Registry Office done within the previous month
2. Criminal Record – a verified true copy, from the home or local RCMP / Police Detachments, that was done within the previous month
3. Proof of a Valid Driver’s license – a verified true copy or actual license to be exhibited – with the class required by the position and Alberta Traffic Safety Act / Motor Vehicle Branch

Guidelines:

1. Protocols:
 - a. Council hires the County Administrator (CAO – MGA 205, 206)
 - b. County Administrator hires the Managers / Designated Officers
 - c. Managers hire the Foremen / Supervisors / Staff directly / indirectly responsible to them

- d. Foremen / Supervisors hire staff directly responsible to them – subject to their Manager’s final approval
 - e. A consultant may be used to assist in the hiring process
 - f. Those responsible for hiring may request assistance from other appropriate individuals
2. Any individual, excluding existing staff, who is applying for a position with the County must provide the following documents at their own expense:
- a. Resume or County Application Form
 - b. Criminal Record Check (only if over 18 years of age) must be provided within thirty (30) days of the date of hire

In addition, if an applicant must be able to drive a vehicle or piece of equipment for work purposes they must also provide the following documents at their own expense:

- c. Current Drivers Abstract must be provided within five (5) business days of the date of hire
 - d. Proof of a Valid Driver’s License
3. Seasonal Staff, who are returning to work at the County, are not considered new employees but each season are required to provide at the County’s cost:
- a. Current Drivers’ Abstract
4. Individuals responsible for hiring will conduct the interviews, ensure the required documents are provided, do follow-up checks on credentials and qualifications
5. Individuals will be hired based on appropriate certification/s, qualifications, suitability, driver abstract information, criminal record check information and reference checks
6. Existing staff members may apply for any posted position that they qualify to perform
7. Posting Protocols:
- a. Postings will ensure applicants are aware of the documents required
 - b. Internal posting of office support positions may be done before advertising, to determine if the position can be filled internally; posting through email is deemed to be appropriate
 - c. Posting or staff recruiting for other positions will provide for qualified existing staff to apply and be considered for these positions
8. Individuals responsible for hiring will ensure they determine if County Policy PE 005 Nepotism will need to be considered / provided for
9. Individuals responsible for hiring will ensure the prospective employee receives the standard letters of offer (including an acknowledgement of legal requirements and rights), the relevant job description and policy package before they are hired; these allow them to understand their terms of hiring and the opportunity to obtain legal council if desired
10. Any individual who is hired, will be advised that they are required to maintain a valid driver’s license to work for the County unless:

- a. they do not normally need to drive a County vehicle for work purposes
 - b. a specific program is for a short period of time, provides supervision and transportation to the worksite
11. Individuals responsible for hiring will ensure the payroll department receives all documents necessary for the personnel file
 12. Any documents collected during the application / interview will be held in the personnel file if they are hired, or if unsuccessful, held in the payroll applicant file for a maximum of one year; at which time they will be disposed of by shredding; personal information received will not be used for any purpose other than that it was collected for
 13. Courtesy notification to unsuccessful applicants, who were interviewed, is required after the acceptance of offer has been received from the selected applicant
 14. Re-orientation is required after a six month layoff, or sooner if there is any major policy changes