

## TOWN OF SLAVE LAKE

### Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23-1022
Policy Title:	Hiring Policy	Issue Date:	08-08-2024

### **1. PURPOSE**

- 1.1. The purpose of this policy is to establish clear and consistent procedures for the hiring of staff aligning with all applicable legislation.

### **2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake is committed to a hiring policy that is consistent with the Canadian Charter of Rights and Freedoms plus all provincial statutes, including Human Rights, Labor Standards, and Privacy Legislation. Guidelines will be in place for the hiring of competent and reliable staff.

### **3. DEFINITIONS**

3.1. Applicant:

- 3.1.1. An individual who has applied for a Town of Slave Lake position.

3.2. Charter of Rights and Freedoms:

- 3.2.1. The Canadian Charter of Rights and Freedoms as set out in the Constitution Act of 1982.

3.3. Employees:

- 3.3.1. An individual employed by the Town of Slave Lake.

3.4. Human Rights Legislation:

- 3.4.1. The Canadian Charter of Rights and Freedoms as set out in the Constitution Act of 1982.

### 3.5. Immediate Family/Relatives (Relatives):

3.5.1. Immediate members of the same family who are related to one another by marriage or common law, and includes husbands, wives, parents, siblings, children, stepchildren, In-laws, guardians, or wards of employees.

### 3.6. Employment Standards:

3.6.1. The Alberta Employment Standards Act.

### 3.7. Privacy Legislation:

3.7.1. The Alberta Freedom of Information and Protection of Privacy Act.

### 3.8. Senior Management:

3.8.1. Department Heads and Chief Administrative Officer.

### 3.9. Human Resources:

3.9.1. Responsible for originating and doing maintenance/revisions to the Policy and Procedure. Assist the department heads in the hiring process. Ensure consistent application of the Policy and Procedure is followed.

### 3.10. Chief Administrative Officer:

3.10.1. Oversee the development, recommend distribution, implementation, and application of the Hiring Policy and Procedure, providing interpretation of implementation if required. Approves administration procedures where hiring policy objectives are established.

### 3.11. Department Heads:

3.11.1. Ensure that appropriate, job-specific hiring criteria is applied. Ensure understanding of the Policy and Procedures relevant to all work areas and ensure its consistent application. Approve all hiring in their

respective departments. Determine interview panel in conjunction with Human Resources.

3.12. Employees:

- 3.12.1. Be familiar with the Hiring Policy and Procedure and use it as a guide in handling related matters. Seek clarification if there is any doubt regarding the application of the Hiring Policy and Procedure.

3.13. Policy Manual Holders:

- 3.13.1. Ensure that the Hiring Policy and Procedure is put into the manuals and that the manuals are kept available and up to date for use by Town Staff.

3.14. Supervisors/Hiring Managers:

- 3.14.1. Apply this Policy and Procedure when involved in the hiring process.

3.15. Town Council:

- 3.15.1. Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

#### **4. GUIDELINES**

4.1. Standards/Guidelines

- 4.1.1. The areas addressed in the Policy and Procedure are never all-encompassing and complete. Employees are encouraged to support and contribute to the Policy and Procedure manual so policies provide a realistic framework from which consistent direction can be drawn and to ensure currency and usefulness of the policies.
- 4.1.2. Employees should refer to the Hiring Policy and Procedure in hiring matters. When clear direction doesn't exist in established Policy and Procedure, staff should seek guidance from their supervisor and administration.

## 4.2. Nepotism

- 4.2.1. The Town seeks to foster an environment in which people are treated fairly. The Town recognizes that the employment of people who are related can be problematic due to the potential to create a conflict of interest, an appearance of favoritism, and an increased potential for poor staff morale. As a result, the Town is sensitive to circumstances in which individuals may be hired, transferred, or promoted to positions where a related individual may be in a position to influence any term and condition of employment of a relative.
- 4.2.2. No employee, current or prospective, will be discriminated against, nor afforded an advantage, as a result of their familial or marital relationship with any other employee of the Town, as this would be considered a "conflict of interest".
- 4.2.3. To ensure this end, no employee will be supervised by a relative, nor will a relative be in a position to make any decisions regarding the individual's terms and conditions of employment, including salary, promotion, performance appraisal, vacation requests, or discipline. Alternative supervisory and reporting relationships will be put in place to facilitate this requirement.
- 4.2.4. An immediate family member shall not be considered for employment where; by doing so, it may create a direct managerial/subordinate relationship with the family member.
- 4.2.5. Employees are required to disclose any relations which may bring them within the application of this policy. The failure to do so will be considered a disciplinary matter.
- 4.2.6. Employees within the Human Resources department are to have no familial or marital relationships with any other employee of the Town as it would be considered a conflict of interest.

## 4.3. Policy and Procedures

### 4.3.1. Job Postings:

- 4.3.1.1. When a vacancy occurs or a new position is created, a notice of the position will be advertised. The Town will recruit the most qualified people in terms of skills, attitude, education,

experience, and ability to meet the position requirements. Overall fit with the organization will also be considered.

#### 4.3.2. Promotion or Transfer:

- 4.3.2.1. The Town encourages promotion from within and will have their application considered on the basis of their qualifications, potential success in the position, and seniority. During Performance Development Reviews, considerations/interest for other careers within the Town should be discussed.
- 4.3.2.2. In the event that an employee is selected for employment entertaining to an internal job posting, they will begin a thirty (30) day evaluation period prior to their vacated position being filled. Should the employee be unsuccessful they will return to their previous position.

#### 4.3.3. Interviews:

- 4.3.3.1. Interviews shall be scheduled by Human Resources working collaboratively with the Hiring Manager and Department Heads.
- 4.3.3.2. Interviews will be conducted by the Hiring Manager, a selection panel and/or Human Resources.
- 4.3.3.3. Interview questions shall be compiled and reviewed by Human Resources to ensure their efficacy.
- 4.3.3.4. Based on the selection process and in conjunction with the Department Head, the Hiring Manager shall make hiring decisions at his/her discretion.
- 4.3.3.5. Applications and resumes of applicants who were not selected for employment shall be forwarded to Human Resources to ensure the appropriate retention of information.
- 4.3.3.6. Human Resources or the Hiring Manager shall notify applicants not selected for employment regarding the closure of the position.

#### 4.3.4. Offer Letters:

- 4.3.4.1. All hiring, offer letters, and orientations shall be coordinated through the Human Resources Department.



- 4.3.4.2. All offer and termination letters will be signed by the Manager of Human Resources or their designate and the Director of Corporate Services and Payroll Services copied.
- 4.3.4.3. Senior Management may employ various means of filling a vacancy including external competition or transfer and promotion within the organization.
- 4.3.4.4. The CAO or designate shall have discretion on whether any position is filled internally through promotion or is advertised.
- 4.3.4.5. Any positions which can be filled by promotion should meet the criteria below:
  - 4.3.4.5.1. Possess the necessary qualifications.
  - 4.3.4.5.2. Previous performance reviews in good ratings.
  - 4.3.4.5.3. The candidate has been working towards that position, examples include; training, education, mentoring, and job shadowing.
  - 4.3.4.5.4. Except in the case of promotions and short-term positions specifically approved by the CAO, all vacant positions will be advertised externally for a minimum of 2 weeks.
- 4.3.4.6. Job offers shall be contingent on the applicant's agreement to company policies, successful reference, background checks, and other conditions applicable to the position that are required of the employee.
- 4.3.4.7. Should the applicant accept an offer of employment from the Town of Slave Lake they will be provided with a start date and required location to report for duty. Employee orientations shall be provided and will include workplace policies, rules and regulations, and other job-specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- 4.3.4.6. All new employees shall be on probation for a period of three (3) months from the date of hire which may be extended at the discretion of the Hiring Manager and/or Director. For new employees under the Fire and Protective Services Department they shall be on probation for a

period of six (6) months. The Town may end the employment relationship at any time during the probationary period.

#### 4.3.5. References, Driver's Abstract, and Police Information Checks

4.3.4.7. The Hiring Manager and/or Human Resources shall conduct reference and background checks on all potential candidates for employment at the Town of Slave Lake, including Police Information Checks and Driver's Abstracts. Background checks are intended to mitigate risk to the Town. Applicants selected for positions will be required to provide a current and satisfactory Driver's Abstract and Police Information Check before their commencement date.

### 5. **CONTRAVENTIONS OF THE POLICY**

5.1. Contraventions of this policy may lead to disciplinary action up to and including termination of employment.

### 6. **REVIEW AND POLICY**


6.1. This policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

### 7. **RELATED POLICIES**

7.1. CRS.HR-23.1017 – Performance Review and Career Planning Policy

7.2. Rescinds policy HR-23.1017 Hiring

### 8. **APPROVAL AND REVISION CONTROL**

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024/08/20

