

# TOWN POLICY

## ADMINISTRATION POLICY:

### Hiring Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-20

**EFFECTIVE DATE:** July 5, 2022

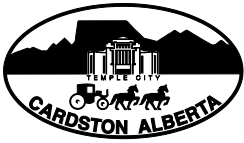
**SUPERSEDES:** Policy #H-10-1

**UPDATED:** July 5, 2022

**UP FOR REVIEW:** July 5, 2027

- 1) Establishment of Position & Employment
  - (a) Positions shall be hired based upon the most recently approved organizational chart. Seasonal or temporary positions shall be hired based upon a Council approved budget authorizing funding for said positions.
  - (b) In establishment of specific employment opportunities, such as seasonal student positions, where possible, the Town should take advantage of grant opportunities in the creation of positions.
- 2) Preference of Employment
  - (a) Where possible, the town should hire from within if an internal candidate meets the requirements for the job. Preference of employment will be given to residents or taxpayers of the Town of Cardston, all else being equal.
- 3) Job Appointment
  - (a) All new employees of the Town whether permanent or seasonal shall sign an employment contract or letter of acceptance outlining the terms of employment.
- 4) Job Selection
  - (a) All positions for full-time employment opportunities shall be advertised in the local media at least two weeks prior to the application deadline. The Chief Administrative Officer, or Council, may advertise with broader coverage for the management and administrative positions.
  - (b) All seasonal positions will be advertised in local media each year. Employees who wish to return for the next season must submit an expression of interest to the appropriate department supervisor. No person is guaranteed their employment position from season to season, but will be given preference if their performance warrants such.
  - (c) When rehiring temporary / seasonal employees, the department heads may rehire without interviewing if the department head feels the employee has met the standards of employment required by the Town.
  - (d) All applicants for permanent or seasonal positions will be notified of their status by the appropriate medium unless the job posting states otherwise. Preference of this notification is letter, phone call, or email where considered appropriate.





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- (e)** New Employees are to be carefully selected with respect to personal character, mental and physical abilities, and educational and occupational qualifications.
- (f)** The Town Council shall select and hire the Chief Administrative Officer. The Administrative staff shall be selected by the Chief Administrative Officer.
- (g)** The Chief Administrative Officer and Administrative Staff shall select and hire personnel for their appropriate departments, through formal hiring practice of advertising, with deadlines, and use a screening process, short listing and interviews.
- (h)** New full-time employees will be on a probationary period for six (6) months except for casual employees who will be on probation for twenty (20) working days. Full-time employees hired from within shall be granted a thirty (30) day evaluation period in their new position before their vacated position is filled.
- (i)** No member of Town Council shall obtain or retain employment by the Town of Cardston.
- (j)** Any time that a prospective full-time permanent employee is a member of the immediate family of either a Town Councilor or another Town employee, to hire said prospective employee, whether in the same department or a different department, a resolution is required by Town Council.
- (k)** Any time that a prospective seasonal or part-time temporary is a member of the immediate family of either a Town Councilor or another Town employee, to hire said prospective employee, whether in the same department or a different department, approval is required by the Chief Administrative Officer.
- (l)** No employee may directly report to, or be the supervisor of an immediate family member.
- (m)** Immediate family is defined as wife, husband, mother, father, brother, sister, and children of the Councilor or employee. However, an employee's tenure of employment shall not be affected if, subsequent to his becoming an employee, a member of his family is selected to Council.





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## REVISION HISTORY

Date	Description
January 26, 2010	New Policy
July 7, 2022	Removed requirement for Council approval of seasonal or temporary hiring of employee or Council family members.

**APPROVAL: Jeff Shaw** ..... **DATE: July 5<sup>th</sup>, 2022** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*



