

Community of North Rustico, Prince Edward Island Hiring Policy

Policy # 2013-P-5

Council approval date *Aug 28, 2013*

Effective date August 28, 2013

Application

1. This policy applies to both existing and new positions in the Community organizational structure, and to all managers and supervisors having responsibility in regard to recruiting and selecting personnel to fill a vacancy in the Community of North Rustico.

Policy intent

2. To ensure the hiring process is transparent, consistent and complies with all legislative requirements.

Definitions

3. (a) "employee" – means an employee is any person who has agreed to perform specified services for the Community in exchange for compensation.

(b) "councillor" – a member of the council of the Community of North Rustico.

(c) "relative" – means any person who is a spouse, child, grandchild, sibling, parent, grandparent, or fiancée of an employee or councillor; including a person with whom an employee or councillor resides, or a relative (as above) of a person with whom an employee or councillor resides.

Public competition for vacancies

4. (1) An open, publicly-advertised employment competition is a mandatory part of the selection process.

(2) When a vacancy occurs or a new position is created,

(a) the administrator shall post notice of the position on the community office bulletin board for a minimum of one week; and

(b) the administrator shall give notice by any other method as directed by the council.

Competition for administrator vacancy

6. (1) If recruiting is for the position of administrator the community council will be responsible for the selection and retention of outside candidates for the selection process; A consultant may be hired to conduct the recruitment, short list and pre-interview process and to make appropriate recommendations.

(2) Community council will conduct final interviews for the position of administrator. Any offer of employment shall be provided in writing and approved by the council.

Other conflict

7. (1) In circumstances where a conflict of interest or potential for conflict arises, even if there is no supervisory or familial relationship involved, the parties may be separated by reassignment, if possible, at the sole discretion of the CAO.

(2) Interview panel members are required to disqualify themselves as participants in the selection process when either:

- a) their objectivity would be compromised, or is likely to be perceived to be compromised; or
- b) a candidate is a relative of the employee.

Misleading information

8. Any misrepresentations, falsifications, or material omissions in any information requested on the employment application, or other information requested, during the hiring process shall result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment for cause without notice or compensation in lieu of notice.

Criminal record check

9. A current criminal background check which shall be mandatory for all new management employees.

Reference checks

10. (1) The Community of North Rustico shall check the employment references of all final candidates for employment; offers of employment are contingent upon obtaining satisfactory reference checks.

(2) In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference checks with a candidate's current employer will not be made unless the candidate's permission is first obtained.

Acceptable driving record

11. Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the Community's insurer.

Probationary period

12. A six month probationary period is mandatory for all new permanent, full and part time, employees.

Hiring of Relatives

13. (1) Relatives may be employed only where,

- a) they will not be working directly for or supervising a relative;
- b) they will not be working directly above or for the relative's immediate superior;
- c) they will not be working directly for the relative's immediate subordinate; and
- d) there are no other circumstances which might lead to potential conflict among the parties or conflict between the interests of one or both parties and the best interests of the municipality.

(2) Employees shall not be transferred into a reporting relationship described in (1) above; exceptions will only be made for situations which were in effect at the time of initial issuance of this policy.

(3) An employee or councillor who is related to a candidate for employment must declare an interest and shall not be involved in any aspect of the recruiting process so as to avoid any conflicts of interest or allegations of preferential treatment.

Administrator

14. In accordance with the *Municipalities Act*, the administrator is the head of the administrative branch of the municipal government and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the Community's by-laws and policies. The administrator has the authority to appoint, suspend and remove all employees of the municipality, with power to further delegate this authority. It is the function of the administrator to maintain order, discipline and efficiency, and to hire, promote, transfer, classify and reclassify employees. This includes the right to discipline, suspend, lay-off, demote, or discharge any employee. Further, the Chief Administrative Officer, with the approval of the council, has the authority to adopt a system of classification and to determine salaries and wages for municipal officers and employees.

15. The Chairperson of the Human Resources Committee must review and approve all job descriptions, hiring plans, and offers of employment prior to being given to the Chief Administrative Officer for final approval.

Note: For any policy to be a policy of council it must be adopted by resolution by the council at a public meeting.