

TOWN OF STETTLER

Prepared by: Department Heads Number: II-4(a)
Adopted by: Town of Stettler Council Date: 1987 01 20
Revised: 1992 12 01

Title: **Employee Selection**

Purpose: To outline Town of Stettler's practice in selecting new employees.

Policy Statement: The establishment of positions shall be authorized by Town Council.

Hiring of employees is management responsibility. Only the most qualified applicants available shall be selected. When all factors are equal, preference for essential personnel will be given to Town of Stettler residents. Location of residence does not apply to personnel employed prior to October 17, 1988 recognizing the fact that existing essential employees shall continue to reside in Stettler while employed with the Town of Stettler.

New employees are to be carefully selected with respect to educational and occupational qualifications; plus personal character, mental and physical abilities.

Responsibilities for hiring are outlined as follows:

Position	Hiring Responsibility
Town Manager	Town Council
Department Heads	Town Manager - with input from Council
Other Personnel	Department Heads - with input from the Town Manager