

## TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-4(c)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Previous Policy:</u>	1998 08 31
		<u>Current Policy:</u>	2017 02 21

Title: Employee Hiring and Employment Process

Purpose: To establish practices, procedures, and conditions relevant to the selection and employment of personnel. The Town of Stettler is committed to ensuring that employment opportunities, including advancement for current employees, are open to all qualified applicants on the basis of their experience, abilities and qualifications and that the selection process is conducted in a fair, transparent and equitable manner.

Definitions: Collective Agreement between the Town of Stettler and Canadian Union of Public Employees Local 971 (CUPE) shall apply to those classifications that appear in the "Wage Schedule" of the agreement and to new positions falling within the scope of the bargaining unit.

Permanent Full-time: an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment. This position is eligible for all benefits.

Permanent Part-time: an employee who has been hired for an ongoing position, working less than full-time hours but working for six (6) or more hours/day and more than thirty (>30) hours/week, where there is no defined end date of employment. This position is eligible for all benefits.

Recurring Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months on a recurring yearly basis, working full-time hours.

Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months, working full-time hours.

Seasonal: an employee who has been hired as a non-permanent seasonal nature for between five (5) and eleven (11) months, working full-time hours.

Part-time: an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.

Inactive Part-time: an employee's status will be set to inactive when the employee has not done any work or earned any insurable earnings for 30 days. After ten (10) months the status will change to terminated with notice.

Full-time Hours: a position requiring regularly scheduled hours of work:  
at seven (7) hours/day thirty-five (35) hours/week;  
or at seven and a half (7½) hours/day thirty-seven (37) hours/week;  
or at eight hours (8) hours/day forty (40) hours/week.

Responsibilities: Town Council shall approve and authorize any newly established permanent positions.

Hiring of employees is management's responsibility. Only the most qualified applicants available will be selected.

Hiring Responsibility: <u>Position</u>	<u>Hiring Responsibility</u>
Town Manager(CAO)	Town Council
Department Head	CAO
Supervisor	Department Head -with CAO input
Other Personnel	Supervisor -with Depart. Head input -optional input from CAO if desired.

New employees are to be carefully selected with respect to skills, attitude, education, experience, ability to meet the position requirements, previous service, and overall fit within the organization.

Promotion and transfers from within are encouraged and will be based on a variety of factors; including qualifications, potential for success in the new position/department and seniority.

When all factors are equal, preference for essential personnel will be given to Town of Stettler residents.

Job Postings: All job applicants (including former employees) must submit a resume.

When a vacancy occurs or a new position is created, notice of the position will be posted internally and externally to ensure all interested applicants are advised and the hiring process can be completed in a timely manner (refer to Collective Agreement Article 9 if applicable). Preference in the evaluation process will be provided for any internal candidates with suitable qualifications.

- Interviews: Applications are to be screened, under the supervision of the Department Head, using the position qualifications. Applicants who are assessed as suitable will be selected for interviews. Interviews shall be scheduled and conducted by the applicable Department Head/Supervisor utilizing consistent department based questions for all candidates. References must be contacted, qualifications shall be validated and any other hiring considerations checks which are part of the selection process should be conducted. A summary of evaluations with results will be reviewed by the Department Head.
- Offer Letter: An employment offer letter outlining start date, wages, probationary period, benefits, vacation, termination, confidentiality and acceptance will be approved by the Department Head and CAO prior to presentation to applicant.
- Orientation: Upon acceptance, orientation will be provided to review: workplace policies; health and safety policies; rules and regulations; other job specific information; payroll and benefit forms; facility tours; and staff introductions.
- Probationary: All employees shall initially serve a probationary period of three (3) months (**or** as per Collective Agreement). The probationary period may be extended for a second three (3) month period at the discretion of the CAO or Department Head. The employment relationship may be ended at any time during the probationary period (without notice for both periods). Benefits for permanent positions shall commence from date of employment.
- Seniority: Seniority and qualifications shall be a factor used in determining preference or priority for promotions, transfers, demotions, layoffs, and recall (**or** as per Collective Agreement).
- Discipline: When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months. Discipline process:  
Step 1 - Verbal Warning – 1<sup>st</sup> time  
Step 2 - Written Warning – 2<sup>nd</sup> time  
Step 3 - Two-day Suspension – 3<sup>rd</sup> time  
Step 4 - Dismissal – 4<sup>th</sup> time

Family Members: An employee is not affected if a family member is elected to Council after the employee has commenced employment with the Town of Stettler.

No members of the same family may work for the same department of the Town of Stettler without the prior consideration and authorization from the CAO. For this purpose, same family, shall be defined as father, mother, son, daughter, brother, sister, husband/wife, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece, nephew, and any common-law relationship.

Young Persons: Applicants between the ages of 15 to 17 years old may not work between the hours of 12:01 a.m. to 6:00 a.m. without legislated supervision.

Other Interests: Employees may be required to undergo a medical examination with a physician or appropriate practitioner selected by the Town of Stettler to ensure suitability within the job description. The examination would be at the Town's expense.

Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the Town of Stettler and ensure that they are ready, willing, and able to perform all job functions.

Loyalty and full commitment towards employment with the Town of Stettler is expected from all employees.