

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*

## HR-17 Recruitment and Selection Policy

Department: Human Resources

### Purpose

The County of St. Paul No. 19 (the County) shall attract and retain the best-qualified individuals to ensure the efficient and effective operations of the County. The County does not discriminate and, in accordance with the Alberta *Human Rights Act*, will treat all employees and prospective employees equitably regardless of their race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation.

The purpose of this policy is to establish transparent practices in the recruitment and selection of individuals employed by the County. The County's main aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the County's values, goals, and objectives.

### Scope

This policy applies to all employees of the County, whether working onsite, offsite, or remotely.

### Policy Definitions

**Direct line of supervision** means the immediate supervisor, manager, director, or Chief Administrative Officer (CAO) who is in a position to affect the hiring, firing, discipline, termination, and terms and conditions of the employee's employment, including making decisions about work assignments, wage or salary, advancement, or career development and performance evaluation.

**Immediate Family** means the following individuals related to the employee:

- Spouse, adult interdependent partner, or common-law partner
- Children, stepchildren, foster children, wards, or children of the employee's spouse or partner
- Parents, foster parents, or guardians
- Siblings
- Grandparents
- Grandchildren
- A person living with the employee as a member of their family

**Management** means the director of a department to which the employee reports into.

**Merit** shall mean job-related skill, experience, knowledge, and behavioral attributes that, together, place an individual at a level of distinction above others without violating *Alberta Human Rights Act*.

**Relatives or friends** is defined as a member of the employee's immediate family or an individual with whom the employee has a personal relationship with.

## **Policy Statements**

### General Matters

It is the responsibility of the County Chief Administrative Officer (CAO), to ensure that the County's management is aware of this Policy and are communicating it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of the County administration as delegated by the CAO.

### Basis for Employment Decisions

We do not discriminate at the County. Decisions will be made:

- On the basis of merit.
- Relative to relevant provincial legislation.
- Within the County's applicable Bylaws and policies, including but not limited to:
  - Chief Administrative Officer (CAO) Bylaw;
  - Diversity and Inclusion Policy;
  - Code of Conduct, Ethics, and Conflict of Interest Policy; and
  - Harassment, Bullying, Violence, and Discrimination in the Workplace Policy.

### Employment of Relatives or Friends

Relatives or friends of employees may apply for positions; however, the staff member involved will not be included in the recruitment process or decision.

The Council through the CAO or management, as appropriate, shall be aware of the line of supervision and employment of relatives or friends within the County. To avoid the potential of or perception of conflict of interest, the CAO or management, as appropriate, will review each case of the assignment of relatives or friends within the direct line of supervision within a department on its own merits. Decisions made will not constitute a precedent for future decisions.

Employees are required to disclose if there is a potential for conflict of interest in the recruitment, interview, selection, or employment of a relative or friend. Disclosure will be made to the CAO or the employee's management as appropriate.

In the case of the CAO, this will be disclosed to the County Council (the Council) with specific direction from the Council to the CAO on a case-by-case basis.

#### Advertisement, Recruitment, and Selection for Job Opportunities

A job opportunity will only be advertised, recruited to, or selected for when the position has been budgeted for and authorized through the CAO who will work within the County Council approved budget.

According to the County CAO Bylaw, the CAO will be recruited, selected, and appointed by the Council, including any terms and conditions of employment.

Job opportunities advertisements or postings for all vacant positions, interviews and reference checks, and offers of employment will be in accordance with the County's administrative procedures and processes.

Offers of employment will be provided when approval is received in accordance with the County's administrative procedures and processes. Where there are any conditions of employment (e.g., criminal records or background checks, pre-employment medical exams), these will be conducted in compliance with County established procedures, processes, and any legal advice that may be required.

#### Restructuring

Periodically when organizational restructuring is occurring, the CAO shall have the discretion to appoint existing staff to vacant positions without posting internally or advertising publicly.

#### Driver's Abstracts

All prospective employees applying for positions that require driving as part of their job duties shall be required to provide a driver's abstract as part of their application. A favorable driving record, determined at the discretion of the hiring manager and the Regional Director of Occupational Health and Safety, shall be a requirement for all driving positions.

The hiring manager and the Regional Director of Occupational Health and Safety shall have final discretion regarding the hiring of employees required to drive as part of their job duties.

**Related Policies**

- Code of Conduct, Ethics, and Conflict of Interest Policy
- Diversity and Inclusion Policy
- Harassment, Bullying, Violence, and Discrimination in the Workplace Policy
- Termination of Employment Policy

Supersedes: HR-17 Hiring Policy  
Council Approval: August 10, 2021  
Amended: February 13, 2024

## PROCEDURES AND PROCESSES

### Types of Employment

The following will be considered the types of employment for the County:

#### ***Probationary***

- All offers of employment will be conditional upon the satisfactory completion of a 90-day probationary period, during which time performance will be assessed to determine the suitability of the employee for continued employment with the County. The purpose of this period is to allow for the evaluation of the new employee's skill levels, address areas of potential concern, and determine if the role is suitable for the employee.
- During the probationary period, an employee's employment with the County may be terminated for any reason without notice or termination pay in accordance with the Termination of Employment Relationship Policy.
- Prior to completion of the probationary period, a probationary employee may have their performance evaluated in accordance with the Performance Evaluation Policy.
- Prior to completion of the probationary period, a probationary employee in a Supervisory role will have their performance evaluated in accordance with the Performance Evaluation Policy.
- Should the position become vacant within the probationary period, the department Director or CAO may elect to review the previously shortlisted and interviewed candidates to fill the vacant position.

#### ***Seasonal***

- Seasonal offers of employment are for a single season only, with no promise or guarantee of employment in subsequent seasons.
- Seasonal employment may be for the summer operating season or the winter operating season, as is appropriate to fulfill the operational requirements of the County and will be dependent on both the weather and there being work available in the season.
- Seasonal employees wanting to return *to the same position* at the County in the subsequent year will apply in writing to their supervisor by January 31<sup>st</sup>. At the supervisor's direction, the employee may return to the County in the same position. The employee will not be required to go through the interview process.
- Seasonal employees wanting to return *to a different position* at the County in the subsequent year, will be required to apply for the position and go through the interview process.
- Seasonal employees will have their performance evaluated in accordance with the Performance Evaluation Policy.

#### ***Temporary Full-Time or Temporary Part-Time***

- Temporary employees are hired for a specific and limited job (i.e., less than 12 months), with the understanding that their employment may end in accordance with the Termination of Employment Policy.

### ***Permanent Full-Time or Permanent Part-Time***

- Following successful completion of the probationary period, if the employee was offered either a permanent full-time or permanent part-time position, the employee will be confirmed within their position. Subsequent performance evaluations will be conducted in accordance with the Performance Evaluation Policy.

### **Advertising**

- Job postings for seasonal positions shall be posted internally and advertised publicly for a minimum of two weeks unless the seasonal employee wishes to return to their position and the County has agreed to hire them for another season.
- Job postings for all vacant positions shall be posted internally at both the Administration Office and Public Works Building.
- Job postings for all vacant positions shall be advertised publicly using the County's website, local papers, and/or appropriate websites, for a minimum of two (2) weeks.
- Job postings for all temporary vacant positions, can be posted internally only but if it is not filled internally, then it will be posted publicly.

### **Interview Process**

- The CAO or the hiring manager or supervisor shall establish an interview committee to review applications, shortlist, and interview.
- Prior to offering employment to the successful candidate:
  - References of between three (3) and five (5) will be required and contacted.
  - Driver's abstracts will be required for candidates where driving is part of their job duties. In general, these will be requested at the time of application, and be included in the job posting or advertisement.
  - Criminal Record Check and/or a Police Information Check will be required for roles that, in the discretion of the CAO, have a responsibility for decision making, access to financial or physical assets of the County, people or stakeholder relationships, or the requirement to drive a County vehicle. An appropriately clear record will be required prior to offering employment. This will be discussed with the Director of the department and the CAO, as appropriate, prior to a job being posted or advertised, as it will be included in the job ad or posting. This check must be recent (i.e., less than six (6) months old) prior to the date of hire.
  - Child Intervention Checks and/or a Vulnerable Sector check will be required for positions that work in close proximity to children and be based on the job duties. This will be discussed with the Director of the department and the CAO, as appropriate, prior to a job being posted or advertised, as it will

typically be included in the ad or posting. These checks must be recent (i.e., less than six (6) months old) prior to the date of hire.

#### Offers of Employment

- Offers of employment will be provided when approval received from the department Director, or in the case of a department Director, the CAO.
- Upon making a hiring decision, the hiring manager or supervisor will work with their department Director and Payroll to prepare a letter of offer subject to required clearances, to the successful candidate. The letter of offer will include information pertaining to the position, remuneration, probationary period and other special conditions related to the employment of the individual.

#### Documentation

- Documentation on interview and/or reference notes will be kept in accordance with the *FOIP Act*.
- All job applications in response to a job posting or advertisement will be kept on file for a minimum period of one (1) year.
- Unsolicited resumes will be kept for a period of six (6) months.