

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences

HR-27 Hiring Policy

Department: Human Resources

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards for hiring employees.

POLICY STATEMENTS:

1.0 Advertising

- 1.1 Job postings for all vacant positions shall be posted internally at both the Administration Office and Public Works Building.
- 1.2 Job postings for all vacant positions shall be advertised publicly using the County's website, local papers, and appropriate websites, for a minimum of two weeks.
- 1.3 The Chief Administrative Officer or the hiring supervisor shall ensure that advertising is posted as per this Policy.

2.0 Restructuring

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

3.0 Interview Process

- 3.1 The Chief Administrative Officer or the hiring supervisor shall establish an interview committee to review applications, shortlist, and interview.
- 3.2 References shall be required and contacted prior to selecting the successful candidate.

4.0 Documentation

- 4.1 All job applications will be kept on file for a minimum period of ~~six (6) months~~ ~~one (1) year~~.

5.0 Driver's Abstracts

- 5.1 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 favourable driving record shall be a requirement for all driving positions.
- 5.2 The Chief Administrative Officer in consultation with 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.

6.0 Vacancies Within Probationary Period

- 6.1 Should a position become vacant within the probationary period, the appropriate Director or Chief Administrative Officer may elect to review the previously shortlisted and interviewed candidates to fill the vacant position.

7.0 Vacancies Outside the Probationary Period

- 7.1 Should a position become vacant outside the probationary period, the appropriate Director or Chief Administrative Officer may elect to review job applications that remain on file to determine if a qualified applicant is available to fill the vacant position. This option may be taken when finding a replacement promptly is important to maintaining the County's levels of service or executing its work plan.

~~Notice of permanent positions such as non-supervisory administration, supervisory, management, and senior management shall be posted internally and advertised publicly.~~

- ~~2. Short-listing and interviews for non-supervisory positions shall be conducted by a member of senior management as well as the immediate supervisor.~~
- ~~3. Short-listing and interviews for supervisory positions shall be conducted by a member of senior management and management.~~
- ~~4. Short-listing and interviews for senior management and management positions shall be done by a committee of applicable senior managers.~~
- ~~6. All permanent employees shall successfully complete a probationary period of up to six (6) months that will be identified in a letter of hire. Seasonal employees are subject to a probationary period of one (1) season of work.~~

Council Approval: September 14, 2010
Amended: December 10, 2019