



Town of Conception Bay South Policy Manual

Title: Human Resources Recruitment Policy
Policy Number: 015

Resolution Number: 17-399
Date Approved: October 3, 2017

PURPOSE:

To set forth the procedure for hiring.

AUTHORITY:

- Sections 53, 59, 63 and 64 of the Municipalities Act, 1999
- Council discretion.

POLICY STATEMENT:

The Town of Conception Bay South is an equal opportunity employer and as such believes that every person has the right to equal treatment and opportunity. Equality will be exercised in all aspects of recruitment, including hiring, compensation, promotion, training and development.

The Town will not discriminate with respect to any individual in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sexual or marital status, sexual orientation, family relationship, or place of residence.

PROCEDURE:

Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk:

As per Section 53 and/or 59 of the Municipalities Act, 1999.

Interview and recommendation for the recruitment of a Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk may be conducted by a professional Human Resource Consultant. The consultant shall review the applications and present a short list of candidates to the Town for the review of a selection committee. The consultant, Mayor and Chief Administrative Officer, or other person as directed by Council, shall sit on this committee. The committee will recommend the preferred candidate for Council approval.

Otherwise, if no professional Human Resource Consultant is engaged, the Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk shall be interviewed and recommended by a selection committee of three. This committee shall consist of the Mayor, one elected official and the Chief Administrative Officer, or other person as directed by Council. The Committee will recommend the preferred candidate for Council approval.



Town of Conception Bay South Policy Manual

Title: Human Resources Recruitment Policy
Policy Number: 015

Resolution Number: 17-399
Date Approved: October 3, 2017

Department Heads:

As per Section 63 and 64 of the Municipalities Act, 1999.

All Directors shall be interviewed and recommended by a selection committee of three. This committee shall consist of the Town Manager/Clerk and two senior managers. The Town Manager/Clerk will recommend the preferred candidate for Council approval.

Other Management:

Management positions require an interview and recommendation to the Town Manager/Clerk by the Director of the applicable department and one other member of management. The Town Manager/Clerk will present this recommendation to Council for approval. All recommendations for management positions must be approved by a public resolution of Council.

Unionized Positions:

All unionized positions require an interview and recommendation to the Town Manager/Clerk by the Director of the applicable department and one other member of management. The Town Manager/Clerk will approve the recruitment.

Documentation Required:

Each individual considered for a position with the Town of Conception Bay South must, prior to being hired, submit the following documents:

- Personal résumé
- 3 references
- Any certificates required to demonstrate qualifications
- Drivers Abstract (if position requires the applicant to use a motor vehicle)
- Certificate of Conduct (dated within the 3 months of completion of recruitment process)
- Vulnerable Sector Check (if the position requires the applicant to be in contact with children, dated within the 3 months of completion of recruitment process)

Probationary Period:

All employees must complete a probationary period prior to being confirmed into a position. The probationary period for unionized employees is per the Collective Agreement. The probationary period for management staff is per the employment contract.



Town of Conception Bay South Policy Manual

Title: Human Resources Recruitment Policy
Policy Number: 015

Resolution Number: 17-399
Date Approved: October 3, 2017

REVISION HISTORY:

Revision:	Resolution #	Change Made:	Date: