	<h1>Town of Vegreville Policy</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>HR-4004</b> <b>Recruitment &amp; Selection Policy</b> <b>February 26, 2024</b> <b>Human Resources</b>
<b>Revisions:</b>	

**Policy Statement:**

It is the policy of the Town of Vegreville to recruit for and fill vacant positions on a competitive basis, and in accordance with all applicable employment legislation and Town policies. The following practices establish a framework for a consistent hiring process while:

- Meeting legislative and budgetary requirements;
- Ensuring sustainable recruitment practices;
- Representing the Town professionally; and
- Attracting employees who align with corporate and community values and culture.

**1.0 Reason for Policy**

- 1.1 This policy will set a clear, consistent, systemic, and equitable approach to the recruitment and selection of employees for the Town of Vegreville. This will help to create a diverse and qualified talent pool to support the Town’s current and future business needs.
- 1.2 Effective recruitment, selection, and promotion practices optimize the efficiency of human resources and maximize the number of promotion and career development opportunities for existing employees.
- 1.3 Recruitment is a two-way process aimed at satisfying the Town’s strategic staffing requirements and attracting potential candidates who want to join the organization.

**2.0 Related Information**

- 2.1 *Alberta Human Rights Act* RSA. 2000
- 2.2 *Freedom of Information and Protection of Privacy (FOIP) Act* RSA. 2000
- 2.3 Town of Vegreville Bylaw No. 05-2023: Records Management and Retention Bylaw
- 2.4 Town of Vegreville Employee Policy Manual HR-4001

### 3.0 Definitions

- 3.1 **Applicant** means an individual who has submitted an application to the Town of Vegreville.
- 3.2 **Applications** mean resumes and/or cover letters provided by the applicant.
- 3.3 **Candidate** means an individual selected from the applicant pool, by the Hiring Manager, to engage in the interview process.
- 3.4 **Due Diligence** is a security function used to verify a candidate's suitability and eligibility for a position with the Town. The process may include reference checks and verification of qualifying information, as necessary, such as educational certificates, criminal record checks, vulnerable sector checks, driver abstracts, and/or work permits.
- 3.5 **Hiring Manager** means the employee responsible for filling the job vacancy. This individual is determined under *Section 6.0 – Hiring Responsibilities*.
- 3.6 **Job-Related Employment Medical Exam** is an examination which may consist of an eye examination, a hearing examination, and a physical examination and any other examinations necessary to determine fitness to work in a specific position.

### 4.0 Responsibilities

#### 4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

#### 4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### 4.3 Director/Manager of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.3.4 Understand, and adhere to this policy and procedure.

4.3.5 Ensure employees are aware of this policy and procedure.

**4.4 Payroll & HR Administrator to:**

4.4.1 Collect applications for all open positions.

4.4.2 Direct applicant information to the hiring manager.

4.4.3 Assist hiring manager with scheduling interviews.

4.4.4 Assist hiring manager with employment offers.

4.4.5 Assist hiring manager with onboarding.

**4.5 All Employees to:**

4.5.1 Understand and adhere to this policy and procedure.

**5.0 Hiring Principles**

**5.1** The Town is committed to filling vacant positions with the candidate who has the best combination of knowledge, ability, education, performance, and other relevant attributes.

**5.2** Hiring will be done based on skill required for the position without discrimination based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status and sexual orientation in accordance with the Alberta Human Rights Act.

**5.3** Any newly established permanent positions not approved in the current budget year must be approved and authorized by Town Council.

**5.4** No individual may be hired into a position with the Town that is not an approved job vacancy.

**5.5** All applications must be in writing and must clearly indicate the position that is being applied for. Applications will only be accepted for open positions via the process indicated in the job posting.

**5.6** Whenever possible, recruitment and promotion shall be from within the organization's workforce providing that the employee meets the necessary qualifications and is identified as being the best candidate for the position.

## 6.0 Hiring Responsibilities

Position	Hiring Responsibility
Chief Administrative Officer (CAO)	Town Council
Directors	CAO
Department Managers	Director and CAO
Assistant Manager/ Foreman/ Supervisor/ Other Personnel	Department Manager

**6.1** The Hiring Manager, with the assistance of the Payroll & HR Administrator is responsible for:

- 6.1.1 Initiating the recruitment process;
- 6.1.2 Developing and/or understanding the job selection criteria for a job vacancy
- 6.1.3 Screening applicants in accordance with the job selection criteria;
- 6.1.4 Selecting and interviewing candidates for a job vacancy;
- 6.1.5 Conducting due diligence;
- 6.1.6 Providing the successful candidate with a written offer of employment;
- 6.1.7 Ensuring the offer of employment is accepted prior to the candidate starting work;  
and
- 6.1.8 Ensuring the candidate receives proper and thorough orientation for the new position.

## 7.0 Posting & Advertising

- 7.1 When a vacancy occurs or a new position is created, notice of the position will be posted internally and externally, unless otherwise approved by the CAO, to ensure that interested applicants are advised and the hiring process can be completed in a fair and timely manner.
- 7.2 Internally advertised positions will be communicated by email to 'All Staff' and posted on all department notice boards. Internal postings will remain open for a minimum of five (5) consecutive working days.
- 7.3 Externally advertised positions may be posted on the Town of Vegreville website, social media, newspaper, and/or other appropriate sources determined by the Hiring Manager and CAO.
- 7.4 It may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates for management and speciality positions.

- 7.4.1 Any use of recruitment agencies or executive search organizations must be approved by Town Council.
- 7.5 The Payroll & HR Administrator will ensure the consistency and relevancy of the information contained in each position posting and that the posting is in accordance with approved job descriptions, provided by the Hiring Manager.
- 7.6 All postings will include the following information:
  - 7.6.1 Name/title of position;
  - 7.6.2 Summary of duties including reporting structure;
  - 7.6.3 Necessary or required competencies and qualifications;
  - 7.6.4 Hours/days of work;
  - 7.6.5 Additional requirements (Ex. Certifications, criminal record check, driver's abstract, etc.)
  - 7.6.6 Process for applying;
  - 7.6.7 Closing date of posting; and
  - 7.6.8 That only those chosen for an interview will be contacted.
  - 7.6.9 Salary range is optional, dependent on the Hiring Manager's preference.
- 7.7 Applications received after the closing date will not be accepted unless there are no qualified candidates in the file as of closing date.

## **8.0 Due Diligence**

- 8.1 The CAO and Hiring Manager will determine what Due Diligence is necessary based on the job requirements for each position.
- 8.2 Due Diligence must be completed for all successful candidates, prior to the extension of an offer of employment.
- 8.3 The existence of a criminal record can be, but need not be, sufficient ground to deny employment. A criminal record should be considered in light of such matters as the duties and tasks to be performed, the nature and frequency of the offence, and passage of time. Where the individual was convicted of a criminal offence, the Hiring Manager must notify the CAO regarding the nature and severity of the offence.
- 8.4 If the criminal record check reveals a record of an offence, the following guidelines will be used to determine employment suitability:

- 8.4.1 The likely reoccurrence of similar offences and their potential effect upon job reliability;
  - 8.4.2 The severity of the offence and the relevance on the position applied for; and
  - 8.4.3 The candidate's attitude towards the offence, and the extent to which they have changed behaviour in this regard.
- 8.5 Job-related employment medical examinations, if deemed necessary, may be required as a condition of employment. All Town of Vegreville Fire Services personnel will be required to provide proof of fitness to work.

## 9.0 Notification to Candidates

- 9.1 Successful candidates for positions are to be notified as soon as reasonably possible, after the advertised closing date. This notification should be done by the Hiring Manager personally via telephone.
- 9.2 Written offers of employment shall be extended to candidates outlining the start date, wages, increments and how they work, when they are entitled to an increase, probation period, benefits, vacation, termination, confidentiality, and acceptance.
- 9.3 All offers of employment must be accepted, signed, and submitted to the HR/Payroll Administrator by the candidate prior to commencing employment indicating their acceptance of all terms and conditions.

## 10.0 Documentation & Confidentiality

- 10.1 All information and documentation relating to applicants will be treated with confidentiality in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act* and the *Personal Information Protection Act (PIPA)*.
- 10.2 All information and documentation relating to applicants will be retained in accordance with Bylaw No. 05-2023 Records Management and Retention Bylaw.
- 10.3 All applications will be treated as confidential, and the identity of applicants will not be shared without the applicant's express consent.

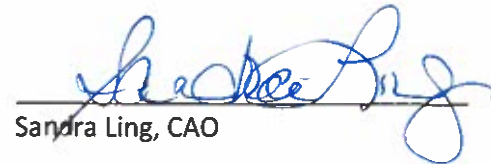
## 11.0 Compliance

- 11.1 Any applicant who deliberately misrepresents or falsifies information during the recruitment or selection process shall be eliminated from the selection process, and if subsequently employed, may be discharged for cause.

**12.0 End of Policy**



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Mayor Tim MacPhee



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Sandra Ling, CAO