

PERSONNEL

POLICY 3-03

RECRUITMENT

Authorization: **22 November 2004, Council Resolution**

Policy:

1. Recruitment of all Village personnel is to be centralized through the office of the Chief Administrative Officer.
2. The Chief Administrative Officer is responsible for ensuring that the general statement of recruitment is adhered to. In the event of a conflict, the Mayor and one other member of Council will review the issue prior to an offer of employment being made. Council will make final approval of all positions exceeding three months within a calendar year.
3. Family members of Council may be employed in temporary positions if the Village has employed them in the past, if they have the required experience, or if they had been employed before the Council member was elected.
4. No person may be hired for a position if that position is under the direct supervision of a family member.
5. Family members of Council, the Chief Administrative Officer, and Department Heads are ineligible for permanent employment with the Village.
6. The official offer of employment will be generated from the Village municipal office only. The official personnel file for all staff hired will be held in the Village municipal office.
7. All permanent and temporary positions of three months duration or longer will have a probationary period set at three months.

The Chief Administrative Officer may grant one extension of the probationary period. The extension may not exceed the length of the original probationary period.

8. Should the conditions of this policy conflict with the requirements of a Federal (e.g. SEED) or Provincial (e.g. STEP) employment programs, the requirements of this employment program will supersede the conditions of this policy.

9. Notwithstanding anything else stated in the policy, if, after a diligent search for candidates to fill the positions, there are no other viable candidates then the Chief Administrative Officer may hire a member of a Council member's family, but there is to be no direct supervision or direction from the Council member to that employee.

Background:

The Summer Village of South View deems that it is critical to recruit and retain the most qualified people in terms of attitude, skills, and ability to meet the position's needs in a fair, equitable, and consistent manner.