

# Town of Alberton, Prince Edward Island Hiring Policy

## Policy# 1-2014

Council approval date April 14, 2014

Effective April 14, 2014

### Application

1. This policy applies to both existing and new positions on the Town organizational structure, and to all managers and supervisors having responsibility in regard to recruiting and selecting personnel to fill a vacancy in the Town of Alberton.

### Policy intent

2. To ensure the hiring process is transparent, consistent and complies with all legislative requirements.

### Definitions

“employee” – is any person who has agreed to preform specified services for the Town in exchange for compensation.

“councillor” – a member of the council of the Town of Alberton

“relative” – means any person who is a spouse, child, grandchild, sibling, parent, grandparent, or fiancée of an employee or councillor; including a person with whom an employee or councillor resides.

### Public competition for vacancies

3. An open, publicly – advertised employment competition is a mandatory part of the selection process for all permanent full time positions.
4. When a vacancy occurs or a new position is created:
  - a. The administrator shall post notice of the position on the town office bulletin board for a minimum of one week; and
  - b. The administrator shall give notice by any other method as directed by the council.
5. Subject to the section below, the administrator shall be responsible for all recruitment and hiring initiatives of the Town of Alberton.

### Competition for administrator vacancy

6. If recruiting is for the position of administrator, the Town Council will be responsible for the selection and retention of outside candidates for the recruitment process; a consultant may be hired to conduct the recruitment, short list and pre-interview process and to make appropriate recommendations.
7. Town council will conduct final interviews for the position of administrator. Any offer of employment shall be provided in writing and be approved by the council.
8. Interview panel members are required to disqualify themselves as participants in the selection process when either:
  - a. Their objectivity would be compromised, or is likely to be perceived to be compromised; or
  - b. A candidate is a relative of the member.

### **Misleading information**

9. Any misrepresentations, falsifications, or material omissions in any information requested on the employment application, or other information requested during the hiring process, shall result in the exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment for cause without notice or compensation in lieu of notice.

### **Criminal record check**

10. A current criminal background check shall be mandatory for all new management employees. A current criminal background check for all employees including EDA and casual is required before employment commences.

### **Reference checks**

11. The Town of Alberton shall check the employment references of all final candidates for employment; offers of employment are contingent upon obtaining satisfactory reference checks.
12. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference check with a candidate's current employer will not be made unless the candidate's permission is first obtained.

### **Acceptable driving record**

13. Employees whose work requires operation of a motor vehicle, or motorized equipment for which a license is required, must present and maintain a valid driver's license and a driving record acceptable to the Town's insurer.

### **Probation period**

14. A six month probationary period is mandatory for all new permanent, full and part time, employees.

### **Hiring of Relatives**

15. Relatives may be employed only where"
  - a. They will not be working directly for, or supervising, a relative;
  - b. They will be not working directly above, or for, the relative's immediate superior;
  - c. They will not be working directly for the relative's immediate subordinate; and
  - d. There are no other circumstances which might lead to a potential conflict among the parties or conflict between the interests of one or both parties and the best interests of the municipality.
16. Employees shall not be transferred into a reporting relationship described in (15) above; exceptions will only be made for situations which were in effect at the time of initial insurance of this policy.
17. An employee or councillor who is related to a candidate for employment must declare an interest and shall not be involved in any aspect of the recruitment process so as to avoid any conflicts of interest or allegations of preferential treatment.

### **Administrator**

18. In accordance with the Municipalities Act, the administrator is the head of the administrative branch of the municipal government and is responsible to the council for the proper administration the affairs of the municipality in accordance with the Town/Community's by-laws and policies and any applicable legislation. The administrator has the authority to appoint, suspend and remove all employees of the municipality, with power to further delegate this authority. It is the function of the administrator to maintain order, discipline and efficiency, and to hire, promote, transfer, classify and reclassify employees. This includes the right to discipline, spend, lay-off, demote, or discharge any employee. Further, the administrator, with the approval of the council, has the authority to adopt a system of classification and to determine salaries and wages for municipal officers and employees.

19. The council must review and approve all job descriptions, hiring plans, and offers of employment prior to being given to the administrator for final approval.

Note: For any proposed policy document to become an official policy of council, it must be adopted by resolution of the council at a public meeting. All policies of council are subject to the governing municipal legislation and where a conflict exists, the legislation shall prevail.