



POLICY REGARDING HIRING OF EMPLOYEES

1. PURPOSE

The purpose of this Policy is to ensure consistent standards of hiring competent, reliable and efficient staff for the Village's operations.

2. GENERAL GUIDELINES

HIRING OF CAO

1. The Chief Administrative Officer shall be hired by Council.

ALL EMPLOYEES

2. When filling any position, the most qualified applicant will be awarded the position based on:
 - Knowledge
 - Skills
 - Education
 - Organizational fit as determined by the individual(s) conducting the hiring
3. An employee shall not be employed in a position directly or indirectly supervised by a family member, unless approved by Council prior to hiring.
4. All open positions will be advertised for as long as needed, determined by the individual(s) doing the hiring by being posted on The Village website, Facebook Page and Post Office or any other location deemed necessary in order to secure the best candidates.
5. After the position deadline is closed the candidates may be shortlisted and this list will be contacted for interviews.
6. The candidates will be interviewed by the CAO, if the position being filled is the CAO the interview panel will consist of Council and if requested by Council the outgoing CAO.
7. Advertising and/or interviewing may be deemed unnecessary, by the individual(s) doing the hiring, if a position is being filled by advancement of a current qualified employee.

UNSOLICITED RESUMES/APPLICATIONS

8. At times the Village may receive resumes or applications that are not in response to a position advertised.
9. These resumes will be forwarded to the CAO for review as positions become available.
10. Unsuccessful or unsolicited resumes or applications may be kept on file for a period of 3 months after which they must be destroyed.

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