

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-17

SUBJECT: **STAFFING**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

17.1 The Corporation is an equal opportunity employer and abides by all current legislation relating to individual rights. All qualified candidates will be considered for any position after internal competitions are complete, regardless of ethnic or racial origin, colour, religion, sex or any other visible identification including physical disability. When possible, given the limitations of access, health and safety regulations and precautions, and qualifications, the Municipality of Sioux Lookout may give special consideration to the placement and accommodation of disabled persons. No information which in any way identifies any potentially distinguishing characteristic of a candidate will be requested in any Municipality of Sioux Lookout Application for Employment form.

17.2 **GENERAL (UNSOLICITED) APPLICATIONS**

(a) These may be received by various departments or by the Human Resources Administrator. The applications/resumes will be forwarded to the Human Resources Administrator for retention.

(b) If retained, such applications will be acknowledged; all applicants will be advised that applications will be kept on file for a period of six months.

17.3 **"WALK-IN" INTERVIEWS**

Opportunity will not be given to interview applicants who approach a department directly with an unsolicited application.

COMPETITIONS

17.4 **Initiation**

When a position must be staffed, the department concerned shall provide the Human Resources Administrator with all information necessary to initiate staffing action.

The Chief Administrative Officer will discuss the details of the staffing action with the subject position's supervisor and then proceed as appropriate to co-ordinate the staffing action.

17.5 **ADVERTISING**

All union positions will normally be posted in accordance with the collective agreement. Advertising copy will be prepared by the Human Resources Administrator based on the information provided. External advertising will normally be placed in the appropriate publication subject to the Advertising Policy of the Municipality. Under certain circumstances, simultaneous internal and external advertising may be undertaken.

The notice will state:

- (a) nature of position
- (b) required experience

- (c) required knowledge
- (d) education level
- (e) skills or special abilities required
- (f) shift or unusual hours to be worked
- (g) wage or salary range

17.6 **APPLICATIONS**

Applications will be received by the Human Resources Administrator and then forwarded to the appropriate department. The applications of qualified candidates will be short listed, tests administered, references checked and interviews conducted, as required.

If necessary or desirable, an interview board consisting of the Human Resources Administrator, Department Head (chairing), and the subject position's immediate supervisor (if applicable), or a third party designated by the hiring department will determine the successful candidate. Interview boards may, in special cases, be made up of various other appropriate persons.

17.7 **OFFERING/CONFIRMING HIRE**

When the most desirable candidate is identified, the Human Resources Administrator, after approval of the Chief Administrative Officer, will make an offer of employment verbally and in writing to that individual.

The offer of employment in writing, will detail the date the new employee will commence work, the location of the work, the supervisor's name and title, and the starting salary. An interview will also be arranged on their first day of employment with the Human Resources Administrator, at which time the new employee will be provided with a copy of his/her collective agreement, if applicable, and job description and will be given an orientation package including various items such as a summary of employee benefits, Municipal pay practices, statutory holidays, vacation/sick leave entitlement, and so on. At that time, or as arranged an identification photograph may be taken.

Unsuccessful candidates who were interviewed will be thanked for their participation by letter from the Human Resources department.

17.8 **RECORDS OF EMPLOYMENT**

A personnel file will be developed for each employee on hire and retained, for the duration of the employee's work in accordance with the Personnel Record Procedure #3-31.