



POLICY – HR 21

RECRUITMENT

APPROVAL DATE:	2013-04-24	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-02-07	REVIEW DATE:	2026

POLICY STATEMENT

To establish equal opportunity and non-discriminatory processes as it pertains to hiring new employees and filling employment vacancies.

BACKGROUND

This policy was developed as a means of ensuring all potential candidates for hire are considered in a consistent, fair and barrier free approach.

OBJECTIVE

To summarize the ways in which the Village of Marwayne shall conduct its recruitment processes so as to ensure that all potential candidates are treated equitably.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- Council is in charge of hiring the Chief Administrative Officer as per the Municipal Government Act, as amended from time to time.
- The CAO is in charge of hiring all staff, including supervisory staff, labourers, and administrative staff.
- All vacancies within the Village of Marwayne will be advertised publicly so as to promote equal opportunity recruitment.
- Any person, excluding current Employees, who is applying for a position with the Village of Marwayne must provide the following documents at their own expense:
 - Resume;
 - Criminal record check;
 - Copy of their valid drivers license; and (if applicable)
 - A current drivers abstract.
- The CAO is responsible for ensuring all of the necessary documents have been provided and that qualifications and credentials have been validated.
- Existing Employees are permitted to apply for any vacancies as they see fit and must provide the aforementioned list of documentation if their records are five (5) years or older.
- Individuals who operate vehicles, equipment and/or machinery are required to maintain a valid drivers license while employed by the Village of Marwayne. Failure to maintain a valid drivers license may result in disciplinary action, up to and including, termination.



- Individuals will be hired based on, but not limited to, their qualifications, suitability, drivers abstract, criminal record check, job experience, training and references.
- Individuals who do not meet the necessary requirements for a specific position are encouraged to reapply in the future and shall receive equal consideration at that time.
- The Village of Marwayne shall review all submissions for any open position and interview only, and at its discretion, the most qualified candidates based on their knowledge, skills, abilities, and other competencies in an effort to find the best fit for the organization.
- Interviews are scheduled at a mutually agreeable time between the individual and the CAO.
- Individuals selected for a specific position will be given a written letter of offer detailing the position requirements, physical demands, start date, salary and/or hourly wage, hours of work, dress code, job description, benefits package (if applicable), etc. Should the individual be willing to accept the position, a signed letter of offer must be provided to the Village of Marwayne by the specified deadline.
- Employment offers are contingent on the individuals acknowledgement and agreement to:
 - All Village of Marwayne policies;
 - All Village of Marwayne bylaws;
 - Successful reference check, criminal record check and clean drivers abstract; and
 - Any other requirements of the position that the CAO and/or Council has deemed to be necessary.
- The use, collection and disclosure of all documents obtained throughout the interview and hiring process shall be in accordance with the *Freedom of Information and Protection of Privacy Act* in the Province of Alberta.
- Courtesy notifications to unsuccessful applications who were interviewed is required after the letter of offer has been signed and accepted by the successful individual.
- Successful individuals shall be provided with workplace policies, health and safety orientation, rules, regulations, expectations and job specific information designed to assist the Employee in carrying out his or her duties.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant