

|                                               |            |        |
|-----------------------------------------------|------------|--------|
| Department                                    | Policy No. | Page   |
| Human Resources                               | HR 009     | 1 of 3 |
| Policy Title<br><b>RECRUITMENT GUIDELINES</b> |            |        |

|                                                                     |      |    |                                  |                                    |
|---------------------------------------------------------------------|------|----|----------------------------------|------------------------------------|
| Council Resolution<br>No. <b>126-06</b> Date: <b>April 25, 2006</b> | GMCS | CC | Cross Reference<br><b>HR 022</b> | Effective<br><b>April 25, 2006</b> |
|---------------------------------------------------------------------|------|----|----------------------------------|------------------------------------|

## **PURPOSE**

To provide guidelines in the hiring of employees, ensuring a fair and equitable process.

## **POLICY**

Parkland County applies the merit principle in the employment of individuals on the basis of their qualifications, experience, skills, and overall suitability to job requirements. Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

## **PROCEDURES**

The recruitment of employees by Parkland is based on qualifications, experience, skills, personal suitability, and the ability to perform the duties and responsibilities of the job. All recruitment processes shall comply with Policies:

HR 001 – Prohibited Discrimination Policy  
HR 008 – Employee Complement, Recruitment and Selection  
HR 010 – Moving Allowance

The recruitment process will also abide by provincial and federal regulations, as well as use the following procedures:

### **1. No Discrimination**

Parkland County's hiring practices will be in accordance with the Prohibited Discrimination policy HR 001 and thus does not permit discrimination under any circumstances in the matter of employment or continued employment.

### **2. Probationary Periods**

All employees new to Parkland County serve a probationary period consistent with the applicable collective agreement or as follows:

- Technical / Support staff will serve a probationary period of six months, which is not accompanied by a salary increment, unless specified in the employment offer.
- Management / Professional/ Administrative staff will serve a probationary period of one year. The scheduling and awarding of a probationary increment is to be negotiated along with the appointment salary and the second increment at the time of hire, with the intent to bring MPA

| Policy Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Policy No. | Page   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| RECRUITMENT GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | HR 009     | 2 of 3 |
| <p>staff on to the common anniversary date system. Appointment salary, date of first (probationary) and second grid moves will be specified in the offer letter, in accordance with HR 004. The first grid move will not be scheduled prior to the successful completion of the entire probationary period (12 months).</p> <ul style="list-style-type: none"><li>▪ New employees may be terminated during their probationary period without cause or appeal.</li></ul> <p><b>3. Screening / Tests</b></p> <p>Applications are screened using criteria related to the specific job duties, responsibilities, and qualifications of the position. Recruitment tests directly related to the specific job duties and responsibilities may be used in screening applicants to determine those applicants who will receive an invitation to be interviewed.</p> <p><b>4. Nepotism</b></p> <p>Parkland County is desirous of regulating employment that will avoid potential favoritism or conflicts of interest and to ensure safety, security and breaches of trust or confidentiality, which may occur as a result of one employee being related to another. Accordingly, a spouse or any other relative of an employee may be considered for a position pursuant to the guidelines stated hereunder:</p> <ul style="list-style-type: none"><li>a. Employment of a relative within the same department may occur when there is a suitable system of checks and balances which can be put in place and favoritism and conflicts of interest can be avoided, while safety, security, trust and confidentiality are ensured.</li><li>b. There shall be no opportunity allowed for an employee to influence or exercise favoritism in the decision to employ, continue to employ, place or promote any person for employment who is a relative, or to influence the terms and conditions of employment of a relative.</li><li>c. No employee shall be allowed to be in direct supervision of a relative or member of his/her immediate family. The recruitment of a relative of a Manager or Supervisor in any department requires the approval of the General Manager or County Commissioner.</li><li>d. For recruitment purposes, promotion and transfers in the workplace, a Selection Committee member or person involved in a review who is a relative of a person being considered for employment, promotion or a transfer, shall disqualify himself/herself from the selection process.</li><li>e. In the event that two employees in the same department become spouses or relatives and are in breach of this policy, one of the employees may be required to leave the department. A reasonable effort will be made to find alternate employment in the County for the displaced employee. The County will co-operate and assist this process as far as is reasonably practicable. Where agreement between the employees is not reached, the employee with the longest service will remain in the department.</li></ul> |            |        |

| Policy Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Policy No. | Page   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| RECRUITMENT GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | HR 009     | 3 of 3 |
| <p>f. Employment of a relative of the County Commissioner or member of Council shall not be considered for any position. Employment of a relative of a General Manager or Assistant General Manager shall not be considered for any position in their portfolio area of responsibility. In the unusual event that a relative of an existing employee is elected to Council, a reasonable effort will be made to accommodate such situation provided that potential favouritism and conflicts of interest are avoided.</p> <p>g. Departments are presently defined as: Legislative &amp; Administrative Services, Assessment Services, Public Works Services, Community and Protective Services, Financial Services, Engineering Services, Planning &amp; Development Services, Agricultural Services, Administration. Departments may be changed or modified.</p> <p>h. Relatives are defined as father, mother, son, daughter, brother, sister, husband or wife, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, cousin, any common law relationship, and any other status of being related by marriage or adoption.</p> <p><b>5. Conducting References</b><br/>Prior to making a job offer, reference checks will be conducted by the immediate supervisor.</p> <p><b>6. Offers for Employment</b><br/>Employment offers shall be made in writing and a signed copy of the offer letter shall be kept in the employee's file in Human Resources. The offer shall reference the appropriate terms and conditions of employment or collective agreement.</p> |            |        |
| Last Revised March 7, 2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |        |