

County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.1

Title Recruitment, Selection and Succession Planning

1. Policy Statement:

- 1.1. Council believes each position shall be filled by the best qualified individual.
- 1.2. Council also recognizes that current employees are a valuable asset and support recognition by promotion internally.

2. Responsibilities

- 2.1. In accordance with Chief Administrative Officer Bylaw, the CAO is responsible to establish the structure of the administration of the municipality, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy and administrative report policies and procedures.
- 2.2. The CAO will ensure all supervisory positions have a succession plan in place, which may include an outside hire.

3. Guidelines:

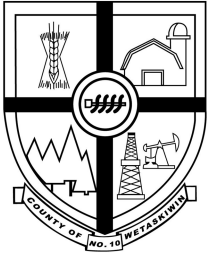
- 3.1. A directive will be established by the CAO that encourages qualified internal employees to apply when positions become available.
- 3.2. A directive will be established by the CAO outlining processes for external recruitment.
- 3.3. All candidates will be provided an equal opportunity to seek employment with the County, and the decision regarding the successful candidate will be based on the applicant's qualifications.
- 3.4. A relative of an existing employee may be hired subject to:
 - 3.4.1. No employee shall be under the direct supervision of his or her relative.
 - 3.4.2. The relative must not be involved in the interview process or selection.
 - 3.4.3. If a situation of this nature may already exist, where possible, the employee affected shall be transferred to another Department.
 - 3.4.4. An exception may only be made by resolution of Council.
 - 3.4.5. Permanent employees shall be exempt from this policy should their employment commence prior to the election of a relative as an elected official or the hiring of a relative as a supervisor (subject to clause 3.3.2).

4. Definitions: are created and maintained in the Definition Index.

5. Related Documents:

- | | |
|----------------------------|----------------------------|
| 5.1. Policy Directive | 5.5. Reference Check Form |
| 5.2. Permission to Recruit | 5.6. Employee Hire Form |
| 5.3. Job Posting Form | 5.7. Onboarding Guidelines |
| 5.4. Interview Guide | |

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County of Wetaskiwin No. 10 Policy Directive

Title Recruitment, Selection and Succession Planning

1. Internal Promotion:

- 1.1. When a position becomes open, qualified County Employees are encouraged to make application for the position.
- 1.2. The hiring Supervisor, with approval from the CAO, may decide whether internal advertising should be supplemented by external advertising.
- 1.3. Given equivalent qualifications and experience, the County Employee will be promoted before a new employee is hired.
- 1.4. A County Employee accepting a new position will be required to complete the probationary period required as outlined in the Merit Policy as would a new employee.

2. Guidelines for New Recruitment:

- 2.1. Subject to CAO approval, advertising for positions may include:
 - 2.1.1. Local newspaper
 - 2.1.2. County Website
 - 2.1.3. Other forms of Social Media
 - 2.1.4. Newspapers covering a broader region.
 - 2.1.5. Applicable Associations
- 2.2. The Supervisor will manage the interview process to select the most qualified individual without discrimination as to sex, colour, age, race, creed, national origin, political or religious affiliation, marital status, sexual orientation, or physical handicap.
- 2.3. The Supervisor will recommend the candidate to the CAO and upon approval received, commence hiring process.
- 2.4. Administration will prepare an offer in written form, including the salary or step of the grid agreed to and approved by the CAO.
- 2.5. The letter of offer must be accepted in writing by the candidate prior to work commencing.

3. Salaries upon Appointment:

- 3.1. When an employee is hired, they shall be engaged at a salary rate which is within the range assigned to the Pay Grid to which the position is allocated.
- 3.2. It is desirable that, wherever possible, the salary upon appointment should be below the maximum in order to provide for salary advancement.

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3.3. In determining the appropriate salary rate, the following criteria are to be considered:

- 3.3.1. The formal education and experience possessed by the appointee in relation to that possessed by other (particularly colleagues) in the same Pay Grid;
- 3.3.2. Market conditions;
- 3.3.3. Where applicable, the salary relationship of the appointee to other employees whose positions are assigned to the next higher and lower Pay Grids; and
- 3.3.4. The salary range and rate of the appointee's superior.

3.4. In no case shall the appointee's salary exceed the maximum for the Pay Grid or be less than the minimum for the Pay Grid.

4. Salaries upon Promotion:

- 4.1. For purposes of this Section, "promotion" shall mean the approved assignment of an employee to a new or existing vacant position, which is allocated to a Pay Grid with a higher maximum rate.
- 4.2. The employee will be eligible for a promotional salary adjustment of not less than one step on the employee's old range or the minimum of the higher Pay Grid, whichever is greater. Salary adjustments on promotion, in excess of this amount, may be awarded at the discretion of the CAO, but shall not exceed the maximum of the new Pay Grid.
- 4.3. In determining the salary adjustment on promotion, the following criteria shall be considered:
- 4.4. The degree of increased responsibilities resulting from that promotion;
- 4.5. The salaries of peers, of others in the same Pay Grid, and that of the new superior; and
- 4.6. Prior service in a related capacity.

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