



POLICY

Recruitment and Hiring	
Policy Number 130-006	Supersedes Policy Number 4-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to ensure that the most suitably qualified candidates are hired to fill vacant positions in the Town of Wolfville.

All hiring will be undertaken in accordance with the approved policies of the Town of Wolfville. Each employee of the Town of Wolfville participating in the hiring process will seek to maintain the principles of equal opportunity and merit with respect to the selection of candidates for all vacant positions

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 Equal Opportunity Employment Policy 130-005
- 3.2 Probationary Period Policy 130-009
- 3.3 Recruitment and Hiring SOP 130-804

4.0 Definitions

- 4.1 **Permanent Position:** a position which has been approved by the Chief Administrative Officer and is provided for in the Town of Wolfville's organizational structure as a permanent position within the budget approved by Council.
- 4.2 **Temporary, Contract or Casual Position:** a position which is not a permanent position, as provided for in the Town of Wolfville's organizational structure
- 4.3 **Vacant Position:** a position which has been established and approved in the course of the budget process but for which there is currently no incumbent



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The following definitions of an "employee" will apply:

- 4.4 **Full-time Employee:** an individual who has been appointed to a permanent position and who has successfully completed the required probationary period (see Probationary Period Policy 130-009), and who works the defined person years.
- 4.5 **Exempt Employee:** Employees who are exempt from payment for overtime. {i.e. Department Heads (Directors) and Supervisory Staff}
- 4.6 **Non-Exempt Employee:** Employees who are not exempt from payment of overtime. These employees receive overtime premium pay for work over their normal weekly hours of work.
- 4.7 **Probationary Employee:** an individual who has been appointed to a position but who has not completed the required probationary period (see Probationary Period Policy 130-009); or has been placed on probation through a disciplinary or corrective action.
- 4.8 **Casual Employee:** an individual who has been hired to perform temporarily the duties of a permanent or probationary employee on vacation or leave, or to fill a position that is not normally in the Town of Wolfville's organizational structure on an as-needed basis.
- 4.9 **Seasonal Employee:** a full-time or part-time employee who works less than the full year and who is seasonally laid off and recalled.
- 4.10 **Temporary Employee:** an individual who is filling a temporary position or is hired for a definite period of time, either full-time or part-time.
- 4.11 **Part-time Employee:** an individual who consistently works less than the normal full work week and who is normally paid on an hourly or daily basis.
- 4.12 **Contract Employee:** an individual who has been appointed for a defined period of time, subject to the terms and conditions of a specific contract.
- 4.13 **Student Employee:** an individual who has been hired for a specifically defined term and who, at the conclusion of that defined term, will be returning to study at an academic institution.



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5.0 Policy

5.1 Specific Objectives

The objectives of the Recruitment and Hiring Policy are to:

- a) establish clear guidelines and standards for the recruitment, interview, selection, and orientation processes;
- b) ensure that all recruitment and selection activity is carried out in accordance with the following principles:
 - merit
 - equity
 - equal opportunity
 - fairness
 - consistency
 - in accordance with the requirements and characteristics of the position being filled
- c) promote a positive public image through the application of the above principles; and
- d) ensure that an adequate range of candidates are attracted for Town of Wolfville position vacancies

5.2 Categories

There are two categories of competition:

- 5.2.1 **Internal Competition:** will normally be used, at the discretion of the Town of Wolfville, for specific positions for which there are candidates considered to be qualified currently within the employ of the Town of Wolfville. In some cases, internal applicants will be covered by the promotion and vacancy clauses of collective agreements. Competition for these positions is closed to all but those individuals currently employed by the Town of Wolfville. If no successful applicant is found through this process, the position vacancy will be posted as an open competition.

If an employee feels that the hiring decision was not conducted fairly, the decision may be appealed in accordance with the Employee Grievances Policy 130-022. If the position is covered under the terms of a collective agreement,



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the appeal is to be launched through the grievance process outlined in the applicable collective agreement.

- 5.2.2 **Open Competition:** will be used at the discretion of the Town of Wolfville when it is considered that situations warrant open competition because qualified applicants are not available through the internal process, or when it is not certain whether there are qualified applicants currently working for the Town of Wolfville. This competition will be open to both internal and external applicants.

Merit Principle: is the hiring of the candidate who, for any vacancy, is most suitably qualified to meet the requirements of the position.

Equal Opportunity: the promotion of equal access to employment, promotion, and training for all employees, free from discrimination and based solely on job-related factors such as performance, knowledge, and ability (see Equal Opportunity Employment Policy 130-005).

CAO

2015-12-15

Date