

MUNICIPALITY OF THE DISTRICT OF Barrington POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER <u>5</u>
SECTION ADMINISTRATION	SUBJECT HIRING AND PROBATION

1. APPLICATION

1.1. This policy applies to all employees of the Municipality.

2. GENERAL

2.1 For the position of Chief Administrative Officer, the Council of the Municipality, or its designate committee, shall conduct interviews. Council may hire an external consultant as its designated committee to conduct the interview process and to make recommendations.

2.2 For all other positions, the CAO shall conduct the interview and evaluation process.

3. EMPLOYEE DEFINITIONS

3.1 All Employee Definitions are contained in the “Employee Definition Personnel Policy”.

Renumber following Section 2 to Section 4

2. POLICY STATEMENT

2.1. It will be the policy to hire the most suitable individuals for all positions, and they will be subject to a minimum of a six (6) month probationary period.

2.2. For all permanent positions, upon satisfactory completion of the probationary period, the employee will become a permanent staff member and the salary ~~is~~ will be reviewed accordingly.

2.3. All seasonal and casual employees to be hired within the current calendar year shall be done within the budget allocation.

2.4. All newly hired employees of the Municipality of Barrington shall provide a Criminal Records Check and Child Abuse Registry Search prior to commencement of work.

2.5. This policy will adhere to any hiring requirements related to external funding, such as labour legislation, or federal or provincial grants.

5. CATEGORIES

5.1 There are two categories of competition:

a. Internal Competition: will normally be used, at the discretion of the CAO, for specific positions for which there are candidates considered to be qualified currently employed by the Municipality. Competition for these positions is closed to all but those individuals currently employed by the Municipality. If no successful applicant is found through this process, the position will be posted as an open competition.

b. Open Competition: will be used at the discretion of the CAO 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 Municipality. This competition will be open to both internal and external applicants.

6. POSITION BONDING

6.1 All employees shall be bondable and bonded.

6.2 At present a blanket bond coverage is in effect for all employees through our Insurance Program with Frank Cowan.