



TOWN OF RAYMOND

Adopted by:

Motion Number:

Authority to Administer: CAO, Department Directors

Policy Number: GP - 2017-07

Policy Name:

Hiring Policy and New Employee Procedures

Policy Purpose

To establish guidelines and procedures for hiring employees for the Town of Raymond.

Policy Procedures

Council must approve all new permanent status employees. All hiring and recruitment is carried out under the direction of the Town’s Chief Administrative Office (CAO). The CAO is responsible for the recruitment and hiring of all management employees or department director positions. Hiring within departments is done by the department heads. All department hiring must be approved by the CAO. Once an employee is hired, a pay rate is assigned according to the union collective agreement and the experience level of the new employee. An employee file is created and sent to the assistant administrator. The information in the file is used to set up payroll for the new employee. At each following biweekly pay period, a check is generated for the employee by the administrative assistant according to the hours worked.