



TOWN OF RAYMOND

Adopted by: Council

Motion Number: 2019-230

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.

Definitions

For the purposes of this policy, immediate family is defined as: spouse or partner; mother, father, brother, sister, and the spouse or partner of each; and children of a Town employee or Council member.

Policy Purpose

The hiring policy facilitates impartiality and consistency during the staffing process and employment. This policy establishes guidelines and processes governing the hiring of employees at the town of Raymond, including the hiring of family members of Council and existing employees.

Hiring Guidelines and Responsibilities

- Council must approve all new permanent status employees.
- All hiring and recruitment is carried out under the direction of the Town's Chief Administrative Officer (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.
- Town administration will always seek to hire the most qualified candidate for each position.

Hiring Family Procedures and Guidelines

- In the hiring process, selection panel members shall disqualify themselves from competitions where applicants include immediate family.
- Anytime a prospective employee is a member of the immediate family of either a Town Council member or another Town employee, a resolution is required by Council to hire the prospective employee. This procedure applies to permanent positions and does not

apply to seasonal staff.

- Once hired, family members may work in the same department but no employee shall supervise immediate family unless there are extenuating circumstances, which will be determined by the Chief Administrative Officer. This procedure applies to permanent positions and does not apply to seasonal staff.

New Employee Procedures

- 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.