



THE RURAL MUNICIPALITY OF LAC DU BONNET
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Administration	<i>Classification</i>	Policy
<i>Subject</i>	Hiring Policy	<i>Pages</i>	4
<i>Authority</i>	Council Rural Municipality of Lac du Bonnet	<i>Effective Date</i>	November 16, 2021
<i>Approved</i>	Resolution No. 2021-0644	<i>Index</i>	

1) PURPOSE AND OBJECTIVE

The Rural Municipality of Lac du Bonnet (the “Municipality”) is committed to hiring and maintaining a competent, qualified, and diverse workforce. Individuals will be treated fairly and respectfully.

2) SCOPE

This policy applies to the employment positions with the Municipality including bargaining unit positions (the “In Scope Positions”) under the Collective Agreement between the Municipality and the Operating Engineers of Manitoba Local 987 at the appropriate time (the “Collective Agreement”) and non-bargaining unit positions (the “Out of Scope Positions”).

3) POSTING VACANCIES

a) In Scope Positions

Vacancies for In Scope Positions shall be posted by following the Collective Agreement. The Municipality shall post a notice for seven (7) days on the bulletin board of the Municipal Office to allow for employees the opportunity to apply for said vacancy or promotion. The Municipality may concurrently post any vacancy externally with the expressed understanding internal applications are to be exhausted first. Seniority shall be the determining factor in filling a vacancy or promotion. The applicant with the greatest seniority with equal ability, skill and qualifications, and past performance evaluations to perform the work in question. External job postings shall be posted on the Municipality’s website, social media outlets, local newspapers, recruiting sites, and professional associations.

b) Our of Scope Positions

Vacancies for Out of Scope Positions such as Chief Administrative Officer and Designated Officer positions will be posted by following the guidelines set out in *Manitoba Municipal Act*.

Job postings shall be posted on the Municipality's website and social media outlets, local newspapers, recruiting websites, and through professional associations.

4) SELECTION

- a) The Municipality strives to attract, hire, and retain qualified candidates to meet organizational objectives and provide excellent public services. Employment applications shall be screened against appropriate criteria. Such criteria shall be:
- i. Established from the job qualifications relating to experience, education, professional certification requirements set out as required in the job description, and the Collective Agreement, where applicable; and be
 - ii. Consistently applied against each applicant.

Qualified applicants will be interviewed using the same questions for each applicant. Answers will be ranked according to the skills required. Interviewers will document applicants' responses to questions to assist with the evaluation of each applicants' qualifications.

All interview questions will comply with the *Manitoba Human Rights Code*. Accordingly, and for greater clarity, no questions will be asked about a candidate's age, gender/sexual orientation, race, personal statistics (i.e.: height/weight), arrest record, disabilities, affiliations/political views, nationality/origin, or marital/family status. Note, this does not prevent the Municipality from requesting a Criminal Record Check or Vulnerable Sector Check as a condition of employment where deemed necessary.

Reference checks will be conducted after the interview process to assess the competencies of an applicant and, where possible, will include a reference from a current supervisor.

Interviewed unsuccessful applicants will be informed by telephone call or email. If requested, feedback will be provided to unsuccessful applicants if requested but will be limited to the job-related factors that impacted the selection decision.

b) Selection Team: In Scope Positions

The selection team will be performed by the Chief Administrative Officer, Designated Officer, or delegate.

c) Selection Team: Out of Scope Positions

- i. Chief Administrative Officer (CAO)
- ii. Senior Team Management

d) Selection Team: Chief Administrative Officer

Subsection 125 (1) of *The Municipal Act* states that “*the appointment of a person as chief administrative officer and any suspension or revocation of the appointment must be approved by a majority of the number of members comprising the council*”.

5) HIRING

All employment offers are conditional on a candidate:

- a) Supplying employment related documentation, the Municipality may reasonably request; and
- b) Executing a written employment contract with the Municipality before their work begins.

6) CONFLICT OF INTEREST

No individual involved in the hiring process may exercise their powers in their own interest, nor may they place themselves in a situation of conflict or potential conflict between their personal good and their duties regarding this policy.

Members of the selection team shall disclose any direct or indirect association or material interest or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.

To clarify, a conflict of interest exists in the hiring process when an individual involved in the hiring process has a direct marital, familial, sexual, significant financial, or similar relationship with the person being considered for a position with the Municipality. Individuals having such conflict(s) of interest shall notify the selection team members in writing. The specific nature of the conflict of interest need not be disclosed. The selection team shall delegate to a member the authority to discuss the matter.

7) CONFIDENTIALITY OF THE HIRING PROCESS

Personal information of applicants and successful candidates in the Municipality’s custody or control is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

Should the hiring of a successful candidate be announced in an open session of the Municipality's Council, the announcement will include only the successful candidate's name and position title. The successful candidate's qualifications and other personal information will not be disclosed in such an announcement.

8) NOTIFICATION

The Council shall be notified of any hire of staff outside of the Collective Agreement. This notification shall occur as soon as the new hire can be publicly announced.

Furthermore, upon the hiring of a family member, Council shall be notified by written documentation the justification of the hire. A copy of this document will be included in the candidate's personnel file. Council will not be involved in the decision-making process of any in scope positions.



Signature
Reeve



Signature
Deputy Chief Administrative Officer