

## Mackenzie County

<b>Title</b>	<b>Hiring</b>	<b>Policy No:</b>	<b>HR006</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Part 5, Division 6</b>
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### **Purpose**

Mackenzie County believes it is necessary to have a policy in place to govern and regulate hiring procedures, including the hiring of relatives of Members of Council, Committees and Municipal Employees, and the provision of opportunities for students participating in work experience and registered apprenticeship programmes (R.A.P.).

### **POLICY STATEMENT AND GUIDELINES**

Mackenzie County is an equal employment opportunity employer committed to hiring practices that will provide the municipality with the best combination of training, experience and cost.

The municipality supports and practices a policy of non-discrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment, and to student participation in work experience and R.A.P. programmes. We support the intent of all related federal and provincial legislation regarding non-discrimination related to race, religion, gender, sexual orientation, age, handicap, colour or national origin.

### **Guidelines**

1. All union positions must be posted internally for 10 calendar days. External advertising (i.e. local papers, professional organizations, and the County website) can be concurrent with internal posting. External advertising should be for a period of at least two weeks.
2. Human Resources (further referred to as "HR") will be responsible for all job postings with input from the appropriate party i.e. Department Supervisors/Managers/Directors/CAO/Council.
3. All resumes and application forms are to be submitted to HR.
4. All resumes and applications will be reviewed by HR, a Director, Manager or Supervisor and one member of the department and a short-list will be made.

5. HR, a Director, Manager or Supervisor and one member of the department shall conduct interviews and hire for all unionized position. In accordance with the AUPE Collective Agreement, Article 10.01 (b).
6. Council shall conduct interviews and hire for the position of Chief Administrative Officer. HR may assist as required.
7. The Chief Administrative Officer shall conduct interviews and hire for all Executive positions. HR may assist as required.
8. Compensation for unionized positions at initial hiring will be at Level 1 unless deemed otherwise by the CAO.
9. The seasonal or summer staff hiring process will be based on the following:
  - a) Is hired for a period of up to six (6) months for a specific job; as per the AUPE Collective Agreement Article 2.01 (n); (i)
  - b) Preference will be given to applicants with a valid driver's license;
  - c) During the hiring process, preference will be given to the university/college students;
10. R.A.P. students will earn the prevailing minimum wage rate, as set by the Government of Alberta.
11. A student with specialized training for specific municipal services (e.g. Co-Op Student) may be hired at a pay grid as recommended by a Director/Manager and approved by the CAO.
12. Work experience students will not earn salaries or wages.

### **Employment of Family Members**

1. Family member means an Employee's, R.A.P. or Work Experience Student's spouse (including common-in-law spouse), parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them. Article 2(h) of the AUPE Collective Agreement.
2. The County will not show preference nor will it discriminate either in favour for or against any relatives of employees, elected representatives or appointed representatives who wish to apply for employment.
3. Any member of the hiring team will declare a familial relationship as defined under the definition of Family Members as soon as he/she becomes aware

that a relative has applied for the position. He/she will exclude him/herself from the selection process. Another individual will be selected to fill the vacancy.

4. A familial relationship that has been reported will have no bearing on the hiring decision as long as they will not be reporting directly to a family member.
5. Recommendations are permissible, under no circumstances shall employees, elected or appointed representatives' place any undue pressure or interference in the selection process.

### **Reporting Relationship**

A person shall not hire or directly supervise one of their relatives. A direct reporting relationship is one where an employee has responsibility for and authority over another employee to assign and schedule duties and conduct performance evaluations.

Any familial direct reporting relationships that may exist at the time this policy is adopted by Council and those which come into being by means other than initial hiring will be allowed to continue. However, in the event that a direct reporting relationship between relatives is the result of a personal decision (e.g. marriage) or job change, every effort will be made to transfer one of the affected employees, to a comparable position within the organization.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2023-06-06	23-06-505
<b>Amended</b>		
<b>Amended</b>		