



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P5
SECTION: PERSONNEL POLICY	POLICY TITLE: HIRING AND PROBATION OF STAFF

The Municipality of the District of Argyle is committed to the principles of equity and diversity in the workplace. Our goals to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experiences.

## **1. PURPOSE**

- 1.1. This policy outlines the Municipality of the District of Argyle's hiring practices to ensure fairness, consistency, and equity in accordance with all relevant legislation, including the labour standards of Nova Scotia, the Nova Scotia Human Rights Act, and the Canadian Charter of Rights and Freedoms.
- 1.2. Municipality of the District of Argyle will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner, in accordance with FOIPOP Act, and remains confidential.
- 1.3. At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in Nova Scotia's *Human Rights Act* such as age, race, colour, religion, creed, ethnic, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, marital status, source of income, irrational fear of contracting an illness or disease, association with protected groups or individuals, political belief, affiliation or activity, gender identity, and gender expression.

## **2. APPLICATION**

- 2.1. This policy applies to all applicants who participate in the hiring process for permanent, term, seasonal or casual positions for the municipality.

## **3. RESPONSIBILITY**

- 3.1. It will be the responsibility of the CAO and the Human Resources designate to ensure this policy is being followed and implemented.
- 3.2. The Senior Leadership team will implement this policy when hiring for new or existing positions.

## **4. HIRING PROCEDURE**



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- 4.1. The Department Head in conjunction with the Human Resources designate will establish the job requirements and qualifications needed for each job descriptions. All job descriptions must be approved by the CAO.
- 4.2. Job postings shall be created by the Department Head or Human Resources Designate and posted on the Municipal website and our social media pages. The municipality may use other sources to advertise their job posting such as newspaper, other websites, social media pages and printed material posted at the administrative building.
- 4.3. Candidates shall be short listed based on the qualifications, skills and experiences require for this position that have been identified in the job description.
- 4.4. The interview team shall be composed of the immediate supervisor, leadership team or senior staff members. It is critical that any actual, possible, or perceived conflicts of interest by a member of the interview team be disclosed and resolved consistent with Article P37 Code of Conduct policy (Section 6). The CAO is responsible to resolve the conflict of interest before the interviews.
- 4.5. During the interview process, the Municipality of the District of Argyle shall make accommodations for individuals who require an alternate interview process, other than face to face interview. This may include a virtual interview, providing assistive devices, or an interview at an alternate location other than the municipal office.
- 4.6. The interview team shall come to a consensus on the ideal candidate. The CAO or designate shall be engaged to aid in a decision if necessary.
- 4.7. Reference checks shall be used in the hiring process. Candidates should provide names and contact information of there most recent supervisors.
- 4.8. Before any offers are made, they must be approved by the CAO. Once an offer is made, an offer letter with the terms and conditions of employment shall be presented to recommended candidate. This offer letter shall be signed by the recommended candidate before making the recommend candidate name public to staff.
- 4.9. Once the offer has been accepted, the immediate supervisor will notify the unsuccessful candidates.



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## **5. INTERNAL COMPETITIONS**

- 5.1. Current Municipality of Argyle employees, except casual employees, may apply for or be offered a promotion for permanent or temporary vacancies.
- 5.2. The Municipality shall undertake an internal competition to ensure all current staff have an equal opportunity to express their interest in the position.
- 5.3. The vacant position would require an external competition only if no suitable internal candidate meets the requirements of the position.

## **6. NEW EMPLOYEE PROCESS**

- 6.1. New hires must provide a Criminal Record Check/Vulnerable Sector Check, and Child Abuse Check. The offer of employment may be conditional upon satisfactory police records check.
- 6.2. If the new hires job responsibility is to use a Municipal vehicle, the new employee will need to provide a motor vehicle abstract (MVA). The offer of employment may be conditional upon providing a satisfactory MVA.

## **7. PROBATIONARY PERIOD**

- 7.1. All new employees shall complete a six (6) month probationary period. During this period, the employee will be evaluated on their performance, behaviour, and suitability for the position. Any employee who is deemed unsuitable for the role can be terminated at anytime during the probationary period. Alternatively, the supervisor may extend the probationary period if required but must be approved by the CAO.
- 7.2. With valid reasons, the probationary period can be reduced or lengthened but only by the CAO.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	May 9, 2024
Date of Passage of Current Policy	May 23, 2024
Date of Notice to Council Members of Intent to Consider Amendment (7-days minimum)	
Date of Passage of Current Policy - Amended	
I certify that this policy was adopted by Council as indicated above.	
<div>_____</div> <div>Warden</div>	<div>_____</div> <div>Date</div>
<div>_____</div> <div>Chief Administrative Officer</div>	<div>_____</div> <div>Date</div>