

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 3 STAFFING PROCESS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to establish a staffing process whereby all positions in the Municipality shall be filled by the most suitably qualified candidates available. The Region of Queens Municipality shall provide equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, colour, creed, sex, age, national origin, sexual orientation, religion or physical disability given that such physical disability shall not limit the employee's ability to carry out the duties of a position.

Policy Objectives

To establish fair and consistent practices for the recruitment process.

Policy Directions

1. Prior to conducting external competitions, job vacancies may be filled by promoting an employee deemed to be qualified by management.
2. The Region shall encourage employees to obtain the necessary skills, training, education and professional registration in order to be eligible candidates for promotions.
- 3(a) External advertising for full time positions will be undertaken when no qualified applicant is selected through the promotion process. This competition will be open to both internal and external applicants.

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- (b) Casual and temporary positions shall be filled from applicants on file or may be advertised externally if no such candidates are available.
4. The content of advertisements, internally and externally, shall include the following:
- position duties, responsibilities and requirements
 - related conditions of employment
 - level of compensation
 - specific educational or job related requirements for the position
5. It is recognized that it may occasionally be necessary to rely on the services of outside management consultants to assist in the identification and referral of candidates for senior positions or professional or specialized technical positions. The use of consultants shall be approved by Council and it will be the Chief Administrative Officer's responsibility to coordinate the selection and retention of outside consultants and to liaise with them during the selection process.
6. In addition to evaluating candidates during the interview process, further efforts will be made to compare candidate skills and attributes to:
- (A) the job duties and requirements, including any pre-determined physical or personal characteristics
 - (B) any special requirements of the department seeking the employee
 - (C) ensuring that job related experience is valid

- (D) verification of educational qualifications and training by obtaining copies of certificates, degrees, transcript of marks and such other suitable documentation
 - (E) personal suitability
 - (F) communication abilities
 - (G) other performance related factors
7. The selection of all employees below the department head level shall be approved by the Chief Administrative Officer.
 8. In the case of the selection of department heads, the Chief Administrative Officer shall make a recommendation to Council for approval of the final selection.
 9. Council shall carry out the hiring process for the Chief Administrative Officer.