



Section: Municipal Act, 2001 (Bill 130)

Subject: Hiring Policy

BIA Policy: 2

Date Approved: December 12th, 2007

PURPOSE

To develop a policy and procedure respecting all phases of the hiring process.

NEW POSITIONS

1. New proposed positions will be reviewed and approved by the BIA Board of Management.
2. The recruitment process will include notice to be advertised in the local newspaper and notice to be posted to both the municipal and BIA websites.
3. Should the BIA Board of Management approve the creation of the new position and a tentative wage range, staff will carry out the recruitment process in accordance with this policy.

REPLACEMENT POSITIONS

4. When a position becomes vacant, the BIA Board of Management shall review the position respecting the need to fill the vacancy. If the BIA Board of Management agrees to fill the position, an updated job description should be provided, if applicable.
5. Should the BIA Board of Management approve filling the vacancy, staff will carry out the recruitment process in accordance with this policy.

RECRUITMENT

6. Candidates shall be interviewed by the BIA Board of Management
7. No candidate for employment shall be hired prior to:
 - a) Advertising the position in at least one local newspaper and posting on both the municipal and BIA websites; and

- b) The candidate being interviewed by the BIA Board of Management as per the policy
8. Notwithstanding section 6, the BIA Board of Management may invite expert persons from outside of the Board to participate in the interview process.

HIRING OF RELATIVES

9. The following applies to the hiring of relatives of members of the BIA Board of Management:
- a) For the purposes of this policy, "relative" is defined as a spouse, child, parent, grandchild, grandparent, aunt, uncle, brother, sister of a member of the BIA Board of Management or of an employee; or step relationships or in-law relationships as they pertain to the foregoing definition;
 - b) The BIA Board of Management will avoid any practice that may give rise to conflicts or difficulties where there is an awareness that the supervisor, co-worker or subordinate is a relative of a member of the BIA Board of Management;
 - c) No recruitment of an individual will take place in which a relative of that person is a supervisor of or may be supervised by the applicant.

REFERENCE CHECK

10. Reference checks (personal and professional) are conducted to obtain additional information concerning an applicant.
11. A reference check will not be conducted without first obtaining the written authorization of the applicant.

OFFER OF EMPLOYMENT

12. A written offer of employment will be made to the applicant and shall include all pertinent data as to position title, annual salary, start date, benefits entitlement and probationary agreement.
13. All new employees must sign and date the offer of employment acknowledgement.

GENERAL

The BIA Board of Management objective is always to hire the most qualified applicant. The selection process will be based on qualifications, competence, skill, training and the ability to perform the work.

The BIA Board of Management is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, sexual orientation or disability.