



## Town of Happy Valley-Goose Bay

<b>Index: Administration</b>		<b>Policy Number: A0002</b>	
<b>Approved Date: September 17, 2013</b>	<b>Effective Date: September 17, 2013</b>	<b>Revision Date: November 22, 2022</b>	
<b>Authority: 13<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 5</b>	

### **Topic: HIRING POLICY**

#### **PART A**

#### **HIRING OF UNIONIZED EMPLOYEES**

##### **Policy Statement:**

1. All hiring of unionized employees is subject to the terms and conditions of the Collective Agreement, CUPE 2019.
2. All competitions will be advertised and appropriate job description available for applicants upon request. All bargaining unit vacancies shall follow the process as stipulated in Article 15 of the collective agreement.
3. Town Councillors should avoid informal inquiries and discussions with specific employees regarding job competitions. Staff and Council should refrain from public discussion regarding job competitions and hiring practices. Except for legitimate inquiries to human resources through the established channels, both staff and Councillors should refrain from discussing the hiring process for these positions.
4. The Hiring Committee for unionized employees will consist of the Director plus immediate Supervisor of the Department, and the Director of Human Resources. If necessary, additional expertise may be obtained to assist in the process. Direction or engagement from a professional recruitment company may be utilized where needed.
5. The Hiring Committee is responsible for carrying out the assessment of candidates, including reviewing the applications, screening, developing the interview questions, conducting the interviews, scoring and ranking candidates, reference checks and recommending the successful applicant. The Director for Human Resources is responsible for setting up interviews as per the Hiring Committee recommendations.



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**Topic: HIRING POLICY**

**PART A**

**HIRING OF UNIONIZED EMPLOYEES**

**Policy Statement:**

6. Consideration should be given to any potential conflict of interest. Should a member of the Hiring Committee have a direct relationship or history with a candidate, they shall be recused from the Hiring Committee and a suitable substitute found.
7. Every effort will be made to have interviews done in person or through computer video options when in person interviews are not an option.
8. Successful applicants will be provided with a conditional letter of offer signed by the Director of Human Resources, or in their absence, the Chief Administration Officer. The offer must be signed and returned by the candidate within 7 business days, or the offer is deemed to be null and void.
9. Should the recommended candidate decline the offer of employment, the Hiring Committee has discretion to move to the second highest scoring candidate for appointment without reposting the position if proximity in scoring justifies the offer and time between the original posting date and the new offer is not substantial.
10. After successful appointment of position, all other applicants interviewed for the position will receive written notification that they were unsuccessful on this occasion.



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### **Topic: HIRING POLICY**

### **PART B**

### **HIRING OF NON-UNION EMPLOYEES**

#### **Policy Statement:**

1. All hiring of management positions is subject to the terms of the *Municipalities Act, 1999*, Part III Administration and Staff. Management positions are not subject to the terms and conditions of the Collective Agreement, CUPE 2019.
2. All competitions will be advertised and appropriate job description available for applicants.
3. Town Councillors should avoid informal inquiries and discussions with specific employees regarding job competitions. Staff and Council should refrain from public discussion regarding particular job competitions and hiring practices. Except for legitimate inquiries to human resources through the established channels, both staff and Councillors should refrain from discussing the hiring process for management positions.
4. The Hiring Committee for management employees will consist of the Chief Administration Officer, the Director of Human Resources and one other senior manager. If necessary, additional expertise may be obtained to assist in the process. Direction or engagement from a professional recruitment company may be utilized where needed.
5. The Hiring Committee is responsible for carrying out the assessment of candidates, including reviewing the applications, screening, developing the interview questions, conducting the interviews, scoring and ranking candidates, reference checks and recommending the proposed appointee to Council. The Director for Human Resources is responsible for setting up interviews as per the Hiring Committee recommendations.



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### **Topic: HIRING POLICY**

#### **PART B**

#### **HIRING OF NON-UNION EMPLOYEES**

##### **Policy Statement:**

6. Consideration should be given to any potential conflict of interest. Should a member of the Hiring Committee have a direct relationship or history with a candidate, they shall be recused from the Hiring Committee. Should a Councillor have a direct relationship or history with a department head candidate, they shall be recused from voting on the appointment of the candidate during the Motion of Council.
7. Every effort will be made to have interviews done in person or through computer video options when in person interviews are not an option.
8. Successful applicants will be provided with a conditional letter of offer signed by the Chief Administration Officer, or in their absence, the Director of Human Resources. The offer must be signed and returned by the candidate within a period of time not to exceed seven (7) business days.
9. Department head appointments must be granted final approval by a Motion of Council at a Public Council meeting. A briefing note shall accompany any recommended department head candidate to Council prior to voting, demonstrating the candidate's suitability and will act as reference material should the Council decide to not approve the appointment and need to construct the reasons stating the rejection. If Town Council ultimately reject a hiring recommendation of the Hiring Committee, each Councillor who rejects the recommendation must provide written reason as to why it was rejected to the Hiring Committee within three (3) business days.



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**Topic: HIRING POLICY**

**PART B**

**HIRING OF NON-UNION EMPLOYEES**

**Policy Statement:**

10. Should the recommended candidate decline the offer of employment or Council provide satisfactory reason not approving the appointment, the Hiring Committee has discretion to a) move to the second highest scoring candidate without reposting the position if proximity in scoring justifies the offer and time between the original posting date and the new offer is not substantial or b) repost the position.
11. After successful appointment of position, all other applicants interviewed for the position will receive written notification that they were unsuccessful on this occasion.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

Mayor, George Andrews

Chief Administration Officer, Nadine MacAulay