



**Town of Happy Valley-Goose Bay  
Policy Statement**

<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: September 11, 2017</b>	
<b>Authority: 10<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 2</b>	

**Topic: HIRING OF EMPLOYEES**

**Policy Statement:**

1. All hiring of unionized employees are subject to the terms of the Collective Agreement CUPE 2019.
2. All positions will be advertised and appropriate job description available for applicants.
3. The Hiring Committee for unionized employees will consist of the Director/Supervisor of the Department, and the Director of Human Resources.
4. All hiring of management positions are subject to the terms of the Municipalities Act, 1999 Part III Administration and Staff.
5. The Hiring Committee for management positions will consist of the Town Manager, the Director of Human Resources and one other senior manager. If necessary, additional expertise may be obtained to assist in the process. Direction from a professional recruitment company may also be utilized where needed. Management positions must be approved by a Motion of Council.
6. The Hiring Committee is responsible to review the applications, develop the interview questions, conduct the interviews and recommend the successful applicant. The Confidential Secretary is responsible for setting up interviews as per the Hiring Committee recommendations.



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**Topic: HIRING OF EMPLOYEES Continued**

**Policy Statement:**

7. Every effort will be made to have interviews done in person or through computer video options.
8. Successful applicants will be provided a letter of offer which must be signed by both the employee and the Town Manager.
9. After successfully filling the position/s all other applicants who received an interview will receive written notification that they were unsuccessful.

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

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Mayor, Jamie Snook

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Town Manager, Wyman Jacque