

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.2 Hiring Practices		
Topics	Equal Employment Opportunity		
	Employment of Relatives		
	Recruitment Practice		
	Application Process		
	Letter of Offer		
	Probationary Period		
	Staff Orientation		
Attachments			
Reference			

### **Purpose**

The purpose of the policy is to ensure fair treatment of individuals and clarity of roles and responsibilities while in the employment of the ESCC.

### **Policy**

The ESCC abides by legislation and regulations, including but not limited to the Alberta Employment Standards Code and Regulation, the *Alberta Human Rights Act* and the *Alberta Personal Information and Protection Act*.

#### **Equal Employment Opportunity**

The ESCC shall provide equal opportunity for employment and promotion to the best-qualified individuals in all staff positions. Any discrimination identified in legislation is expressly prohibited.

#### **Employment of Relatives**

The ESCC will not hire immediate relatives of volunteers or employees for paid positions. For the purpose of this policy, an immediate relative is a spouse, child, parent or sibling. Those identified relationships include common-law, in-law, step, grand, half or foster associations.

### **Responsibilities**

The ESCC Board is responsible for the hiring of the Executive Director. The Board may delegate the management of the recruitment process to the Personnel Committee.

The Executive Director is responsible for the recruitment of ESCC staff.

## **Procedures**

### **Recruitment Practice**

Job opportunities will be publicly advertised with consideration for the best opportunities for recruitment and budget. Employees will be selected on the basis of skills, knowledge, and abilities in keeping with the job description.

### **Application Process**

Applicants for ESCC positions will submit a written application and resume and provide documentation of certification, education, professional designation, and training as required. References will be checked and one reference should be from a supervisor.

### **Letter of Offer**

A Letter of Offer to the prospective employee will be signed by the Executive Director. In the case of the Executive Director, the Co-Chairs will sign the Letter of Offer. The Letter of Offer will specify the position, the job description, the start date, the probationary period, and the compensation. ESCC personnel policies will apply. The applicant must sign the Letter of Offer and the job description to indicate acceptance. Once executed, the Letter of Offer becomes the contract of employment.

### **Probationary Period**

The probationary period for the Executive Director is six months and for the staff is three months.

### **Staff Orientation**

A planned orientation to the organization will be provided for a new staff member.