



CULTUS LAKE PARK

Administrative Policy

Section:		
Sub-Section:		
Title:	Recruitment and Selection	

RELATED POLICIES

Number	Title

APPROVALS

Approval Date: June 22, 2009	Approved by: Ron W. Campbell, CAO
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

POLICY STATEMENT:

In order to achieve the hiring and retaining of excellent employees, Cultus Lake shall recruit and select only the most qualified candidates for all positions within the Park. The rights of internal applicants for posted positions within the CUPE bargaining unit are governed by the Collective Agreement. All job competitions shall follow a standard format to ensure equitable treatment of all candidates and the hiring of the most qualified person for the job.

Note: Nothing in this policy shall supersede any requirements of the CUPE Collective Agreement

GENERAL:

Cultus Lake provides open access and equality in opportunity for employment and will not tolerate discrimination in its hiring regardless of gender, age, ancestry, color, race, nationality, religion, disability, sexual orientation, marital status, family status and conviction for which a pardon has been granted.

General applications and/or resumes received (where no job opening presently exists) are not retained on file or applied to future opportunities.

All applications shall be forwarded to the Human Resources designate.

Employment references will not be checked without candidate's permission, in the final selection process.

Dependent on a position's requirements, the following may be mandatory:

1. medical examination;
2. criminal record check; and
3. current Driver's Abstract.

Relatives of existing staff members shall be eligible to apply for vacant positions and, subject to the provisions of the CUPE Collective Agreement, may be selected provided they are:

- the most qualified; and
- the hiring will not result in a relative holding a direct supervisory position or position of influence over the new hire unless there is no bona fide and reasonable justification that the relationship between the two positions that could result in, or be perceived, as a conflict of interest.

The principles of this policy will apply to the recruitment and selection of volunteers. In their role, they act as representatives of Cultus Lake and thus it is important that Cultus Lake maintain the highest standards.

Short-listed candidates traveling from outside the Fraser Valley to participate in recruitment will be reimbursed 50% of travel costs upon presentation of receipts. Candidates who have accepted the offer of employment will be reimbursed 100% of travel costs upon presentation of receipts.

Upon acceptance of employment via an agreed to Letter of Offer, all new employees will be given the following by the Human Resource designate:

- An Official Oath to Cultus Lake for signature (primarily for nonunion staff but may be required for bargaining unit staff dependent upon the requirements of the position)
- A copy of the Board's Mission Statement, Vision Statement and Corporate Goals
- A copy of the positions job description
- All position Health and Welfare benefits
- All policies and bylaws applicable to the position

PROCEDURES:

1. POSITION VACANCIES AND COMPETITIONS

<u>ACTION BY:</u>	<u>ACTION:</u>
Department Manager	<p>Review budget, operations and objectives to ensure that the function and duties of the position effectively support current and future needs of the department and/or organization.</p> <p>If the recommendation is for the position to be filled, a Position Requisition Form shall be completed and shall include comment on the following points:</p> <ul style="list-style-type: none">• review the work requirements of the department• rationale for keeping and/or creating position plus comment on whether other personnel can assume duties• changes to the duties• copy of the revised/new job description and class specification• proposed and/or current organizational chart

<u>ACTION BY:</u>	<u>ACTION:</u>
	<p>The completed form with attached required documentation is to be sent to the CAO who will review the Position Requisition Form and will notify the Department Manager by copy of the signed form of either approval, suggested changes to or denial of the request. Approved forms will be sent to the Human Resources designate for processing.</p>
CAO	<p>Appointed as the media contact on all personnel issues.</p> <p>Advise the Board whenever a consulting firm is engaged to assist Cultus Lake in filing a vacant position.</p>
Human Resources designate	<p>The Human Resources designate will write the job posting or advertisement. All job postings or advertisements shall contain the following information from the job description:</p> <ul style="list-style-type: none"> • position title • type and duration of position • salary/wage rate or range • nature of the position • main responsibilities of the position • required knowledge, abilities and skill • required qualifications (education and experience) • desirable qualifications <p>For positions within the bargaining unit, the selection process will be undertaken first to determine if regular employee applicants possess the necessary qualifications, skill, knowledge and ability to efficiently fill the job requirements. If no regular employee applicant is selected then an external search will occur.</p> <p>External advertisements shall contain the following additional information:</p> <ul style="list-style-type: none"> • statement that only those candidates short-listed will be contacted and thanking all applicants for their interest • candidates authorized to travel will have legitimate expenses reimbursed • approved travel expenses will not be reimbursed for successful candidates that do not accept an offer of employment

<u>ACTION BY:</u>	<u>ACTION:</u>
	<p>All external advertisements will be reviewed by the Department Manager to confirm advertising mediums. Competitions deemed open to the public will, at a minimum, be advertised in the following mediums:</p> <ul style="list-style-type: none">• Cultus Lake Park website• Fraser Valley Job website• Chilliwack Progress <p>For Department Manager positions an Executive Search firm may be used for all recruiting. The Board is to be advised whenever a consulting firm is engaged to assist the Cultus Lake in filing the vacant position.</p> <p>In the case of seasonal employment, if a previous seasonal employee applies for another seasonal position, and provided that their exit evaluation is favorable, they may be awarded a position without going through a panel interview again.</p> <p>An Interview Panel shall consist of a minimum of one departmental representatives appointed by the Department Manager (appointees must not be junior or equal to the position being recruited), one staff member appointed by the Administrator, and the Human Resources designate. A fourth member may be added at the discretion of the Department Manager.</p> <p>The Human Resources designate representative on the Interview Panel is responsible for ensuring that the hiring process is carried out in accordance to policy, that the selection is done in a fair and unbiased manner, and will be involved in the evaluation and selection of the successful candidate</p> <p>For Department Manager positions, the CAO will establish the interview panel.</p> <p>Upon closing of the competition posting, the Human Resources designate shall conduct an initial screening of applications based on the necessary qualifications, skill, knowledge and abilities to efficiently fill the job requirements. For positions within the CUPE bargaining unit, the required knowledge, ability and skills for the position shall be the primary consideration, and where two</p>

<u>ACTION BY:</u>	<u>ACTION:</u>
	<p>or more applicants are equally capable of fulfilling the duties of the position, seniority, as defined in the collective agreement, shall be the determining factor. However it is understood that in all instances present employees shall be given preference when suitably qualified. Interviews may be conducted amongst internal applicants for positions within the CUPE bargaining unit, to make this determination.</p> <p>For non-bargaining unit positions, or where there are no regular employee applicants for bargaining unit positions who meet the requirements of the Collective Agreement, the Human Resources designate will prepare and forward a list of applicants to the Interview Panel members for independent rating to determine a short list (this may include both internal and external applicants). The Interview Panel shall apply a rating process as follows:</p> <ol style="list-style-type: none"> 1. Review applications against selection criteria and suitability to the organization. 2. Identify and assign a value to each application as either: <ol style="list-style-type: none"> (a) meets all selection criteria and/or suitability to organization is strong; (b) meets most of the selection criteria and/or suitability to organization is good; or (c) meets some of the selection criteria and/or suitability to organization is fair.
Interview Panel	<p>The Interview Panel shall meet and review their independent ratings of candidates. Candidates that have an aggregate lowest number value shall form the short list. Wide discrepancies between interview panel member ratings of each candidate shall be discussed amongst the panel to determine why the variance exists, and the significance of the variance. The Human Resources designate shall act as a facilitator of this process.</p>
Human Resources designate	<p>The Human Resources designate will contact the short-listed applicants and set up interviews and/or testing.</p> <p>Behaviorally based interview questions covering all of the selection criteria shall be drafted by the Human Resources</p>

<u>ACTION BY:</u>	<u>ACTION:</u>
	designate and sent to Interview Panel members for review and to determine appropriate weighting of each selection factor.
Interview Panel	<p>The Interview Panel shall interview short listed applicants and based on attitude, response scores, and where applicable, test results, shall determine finalists for the job according to the selection criteria for the position.</p> <p>Conditions such as dress code, the earning and using of vacation time and other conditions specific to the position applied for shall be discussed with the applicants during the interview.</p>
Human Resources designate	<p>The Human Resources designate shall conduct reference checks on finalist applicants. Once references are complete, the Panel shall reconvene to review interview ratings, test scores and references to determine the top candidate for the position. Any difference of opinion regarding the successful candidate that cannot be solved will be decided by the CAO.</p> <p>For exempt positions, all short-listed candidates must meet all the essential qualifications as listed in both the job description (specification) and job advertisement to be eligible for consideration. Where a short-listed regular employee(s) meets all the selection criteria during the selection process and scores at least ninety five percent (95%) of the weighted score of the highest external candidate, the highest scoring of these regular employee(s), will be selected over the external candidate.</p>
Human Resources designate	The Human Resources designate shall discuss the details of the job offer with the Administrator and Department Manager. The Human Resources designate shall then contact the successful applicant and make the job offer, including any negotiated conditions discussed during the interview process.
	The Human Resources designate shall notify unsuccessful interviewed applicants by telephone and close the competition file.

<u>ACTION BY:</u>	<u>ACTION:</u>
	The Human Resources designate shall prepare all supporting documentation for the new hire and/or promoted employee.

2. SELECTION CRITERIA

Subject to the provisions of the CUPE Collective Agreement for bargaining unit positions, selection shall be based on the applicant with the highest level of required knowledge, skills and abilities for each position. Corporate minimum hiring standards of Grade 12 (or equivalent) for all positions and a typing speed of 60 w.p.m. for all secretarial positions, shall be the minimum requirement.

3. CONDITIONS OF EMPLOYMENT

All new employees are subject to a dress code as defined below:

1. Office Staff - appropriate business dress including dress shirts, pants, skirts, blouses and suits.
2. Operations Staff - as is appropriate for the job as required by the supervisor or regulations.
3. Recreation Staff - clean and tidy work attire appropriate to the work being performed - athletic wear, jeans in good condition, etc. Torn or dirty clothing is not acceptable.

Appropriate dress for positions will be included in the offer letter of employment.

4. RELOCATION EXPENSES

Relocation expenses may be considered dependent upon the unique circumstances around a specific recruitment such as:

- availability of qualified applicants
- market forces
- the length of the recruitment process to identify qualified applicants, etc.

The Human Resources designate shall review the circumstances of a relocation expense request and shall make a recommendation to the CAO on a relocation package.

Position Requisition Form

A. POSITION REQUEST (see below for instructions)

Department: _____ Position: _____

Vacant Date: _____ Salary: \$ _____

G/L Code _____ Pay Grade: _____

Full Time, Permanent

Full Time, Temporary

Part Time, Permanent

Part Time, Temporary

Other - specify

Auxiliary

New Computer and/or equipment required

Criminal Record Search Required **(to be provided directly to the Chief Administrative Officer ONLY)**

Reason for Vacancy: _____

Department Manager comments supporting request:

Attach copy of class specification/job description and proposed organizational chart.

Interview Panel: _____, Department Representative (1)

_____, Department Rep. (2, if applicable)

_____, Panel Rotation List Appointee

Date

Department Manager Signature

Date

Chief Administrative Officer Signature

B. SUCCESSFUL CANDIDATE

Name: _____

Start Date: _____

A. The Department Manager must forward the following documents to the Chief Administrative Officer when requesting authority to begin a recruitment:

- (a) completed Section A of the Position Requisition Form;
- (b) approved or proposed class specification/job description
- (c) organizational chart
- (d) contact Human Resources designate for non-departmental interview panel members.

Approval to proceed with recruitment must be in writing from the Chief Administrative Officer.

B. Human Resources designate to complete upon completion of competition.