



Rural Municipality of Buffalo No. 409

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Policy # 2026 - 101

POLICY TITLE: **HIRING POLICY**

Policy Objective	To provide a fair, consistent and equitable practice of recruiting employees that is compliant with all legislative requirements
Authority	Saskatchewan Employment Standards, LAFOIP Resolution

DEFINITIONS:

Council – means the Rural Municipality of Buffalo No. 409 Council

Employee Committee – Means the Committee members appointed annually for the RM of Buffalo

POLICY:

Council shall be responsible to:

1. Approve the Hiring policy and any subsequent amendments;
2. Appointing members of Council to be part of the Employee Committee annually

The Employee Committee shall be responsible to:

1. Manage the recruitment and selections for all positions
2. Delegate recruitment and selections for all positions other than the Administrator and Foreman
3. Conduct the interview process
4. Select other Municipal staff to assist in the interview process
5. Notify Council of any hiring activity as it is permitted by *The Local Authority Freedom of Information and Protection of Privacy Act*.

The Administrator and Foreman shall:

1. Assist in the interview process when instructed by the Employee Committee
2. Assist in recruitment when instructed by the Employee Committee
3. Oversee and maintain the development and amendments or procedures related to this policy
4. Maintain the necessary personnel records to the requirements of this policy
5. Audit each hiring process to ensure that it is compliant with this policy

Posting:

Vacant positions shall be posted for a minimum of two (2) weeks on the following digital avenues: Municipal website, SaskJobs and when requested SARM Classifieds.

Recruitment firms may be utilized when deemed necessary by the employee committee and funds are available within the Municipal Budget.

All positions shall require an approved job description which will clearly define:

1. Hours of work
2. Supervisor
3. Scope of position
4. Key Responsibilities
5. Required work experience
6. Expectations related to the responsibilities and work environment

Selection:

All applicants shall be screened against appropriate criteria as established by the job posting including but not limited to: experience, education, certifications and requirements as set out in the job posting.

Interview:

The interview process will be the same for each candidate including the following in the interview process:

1. Introduction to the RM and History from the employee committee
2. Introduction and outline of the roles, responsibilities and outcomes from the Foreman
3. Introduction and outline of the role and responsibilities from the Administrator
4. As standardized list of questions to be asked of each applicant
 - a. Interviewers shall document a candidate answer to assist in the evaluation of the candidates' qualifications.
 - b. These documents shall be confidential to the hiring process and will be destroyed if:
 - i. The candidate is deemed not suitable for the position OR
 - ii. Three (3) months after the position has been filled.
 - c. No questions shall be asked regarding: age, gender, sexual orientation, race, personal statistics, arrest record, disabilities, affiliations, political views, nationality, origin or family or marital status
5. Reference checks shall be conducted following the interview process to assess the competencies of the candidate.
 - a. Where a candidate has listed references in a job application, they shall be considered have given implicit consent to contact those references.
6. Unsuccessful applicants shall be contacted by telephone call or email.

Hiring

All employment offers are conditional on a candidate:

1. Supplying all employment related documentation, the RM may request;
2. Signing a written offer of employment letter with the RM of Buffalo prior to the employment commencing.

An offer of employment letter shall be extended to the successful candidate by the Employee Committee or Administrator. The Letter Shall include the following: Job status, job level, pay, hours of work, benefits, vacation, probationary period, any other terms or conditions relevant to the position.

If a candidate requires training and education as part of the offer, it shall be stipulated in the offer of employment letter and the timeframe and consequences for not completing shall be included.

Notification

Council shall be notified of any hire of staff.

1. Notification shall be provided by the Administrator or Foreman
2. Notification may be via: Text, email or part of a report to council at the next meeting

Motions

All new hires shall have a motion made outlining the following:

Name, position, wage, start date, benefits, probationary period, vacation and any other terms outlined in the letter of offer.

RATIONALE:

Consistency in the hiring process will assist the RM in a professional manner to ensure all candidates receive the same process across the board. All candidates for the RM will receive the same process from start to finish and this policy will allow council to stay informed along the entire time of hiring for vacancies within the RM.