

FULL TIME EMPLOYEES

(a) Increases and decreases to the Full-time Complement

Authorization for the creation of all new Full-time positions and/or the increase or decrease of the regular Full-time staff complements shall be completed as follows:

- i) The Department Head will prepare a report with recommendations to the Senior Management Team.
- ii) The Senior Management Team will review the request, accept and recommend it to County Council or deny and return it to the Department Head.
- iii) County council will approve or deny the request.

(b) Replacing Full-time Positions

Authorization to fill vacancies for existing regular Full-time positions, which will not increase the staff complement, or temporary positions which will not cause the department to go over budget, shall be completed as follows:

- i) As required the affected Department Head shall meet with the Chief Administrative Officer and Director of Human Resources to obtain approval before recruitment begins.
- ii) Once approved the Department Head or designate shall complete the appropriate forms and forward them to the Director of Human Resources and the CAO for signature and posting in accordance with policy 3.20.

PART TIME EMPLOYEES

(a) Increases to the Part-time Hours:

- i) The Department Head will prepare a report with recommendations to the Senior Management Team.
- ii) The Senior Management Team will review the request, accept and recommend it to County Council or deny and return it to the Department Head.
- iii) County council will approve or deny the request.

(b) Increases to the Part-time Complement:

Authorization for the creation of all new part-time positions and/or the increase or decrease of the regular part-time staff complements shall be completed as follows:

- i) The Department Head, Chief Administrative Officer and Director of Human Resources will review and approve all new part-time positions and/or the increase or decrease of the regular part-time staff compliments. It is the responsibility of the department head to ensure that the approved hours for part-time are not exceeded.
- (c) The Director of Human Resources, Chief Administrative Officer and Council, shall advertise for, interview and select staff to fill the position of Department Head.

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- (d) The Director of Human Resources, Chief Administrative Officer, Warden and/or designate and affected Department Head with Council approval shall advertise for, interview and select staff to fill the position of Deputy or Second in Command.
 - (e) The Department Head in conjunction with the Director of Human Resources shall have the authority to hire all other staff with proper approval, and shall personally carry out necessary recruiting/selection procedures, unless delegated to an appropriate individual within the Department.

The County of Elgin's objective is always to hire the most qualified applicant. The selection process will be based on qualifications, competence, skill, training and the ability to perform the work, and where applicable; seniority.

The County of Elgin is an equal opportunity employer and carries out hiring in accordance with all applicable laws, including the Ontario Human Rights Code.