

**TOWN OF MIDDLETON
CODE D - PERSONNEL**

Subject: Hiring - Objectives

Number: 2.1

Coverage: Staff & Council

Approved by: Council & CAO

Effective Date : February 4, 2002

Revision Date: October 2, 2006

Rationale

The following hiring policies establish a standard staffing policy whereby vacancies for permanent full time, permanent part-time, term, and casual positions shall be filled by the most suitable qualified person.

Policy Statement

The objectives of the Town's hiring policies will be to:

- 1) establish guidelines for the Town's recruitment, selection, orientation and probation processes;
- 2) ensure that appointments to vacancies are made in a fair and consistent manner recognizing the requirements and characteristics of the position being filled;
- 3) ensure that all applicants are provided equal opportunity to demonstrate their suitability.

Conflicts

Where there is a conflict between the Town hiring policies and the policies set forth in the appropriate collective agreement, or policies set forth in a statute or regulation of the Provincial or Federal Government, the collective agreement or Provincial/Federal legislation shall prevail.

References

Forms, checklists, and templates referred to in these hiring policies may be found in the *Personnel Appendix*.

Previous Policies

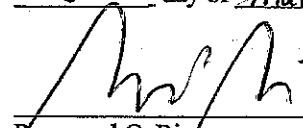
The previous policy 9/16 "Staffing Process" amended by Council on February 4, 2002 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this

5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer