



<b>Signed Date:</b> September 21, 2016	<b>Motion:</b> 119/16 <b>Date:</b> September 21, 2016
<b>Title:</b> Hiring of Employees Policy	<b>Policy No. 31</b>

**Purpose:**

The purpose of this Hiring of Employees Policy is to provide guidance to the Chief Administrative Officer (CAO) to clearly outline terms of employment and avoid misunderstandings.

**Policy:**

At the commencement of any employment with the Village,

- a) A contract/employment offer letter shall be signed with both the CAO and the employee clearly stating commencement date, period of probation, regular hours to be worked, rate of pay and benefits provided after the probation period;
- b) This contract will also outline that the new employee is agreeing to provide a criminal record check and, if driving should be a requirement for the job, a driver's abstract within one week of signing the contract (to be reimbursed by the Village);
- c) Temporary summer students that may be hired will be exempt from the criminal record check requirement;
- d) Two originals of the contract shall be signed, one given to the employee, one kept in the employee's file in the Village Office Payroll Department;
- e) A job description shall be provided to the employee.

**Principles:**

Due diligence to legal obligations is reflected in this policy by putting in the exact terms of employment in writing.

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Mayor

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CAO