



Town of Rimbey Policy Manual

Title: Hiring Guidelines		Policy No: 1005	
Date Approved: June 26, 1991		Resolution No: 583/91	
Date Effective: June 27, 1991			
Purpose:		To clarify municipal hiring procedures.	
<p>Policy Statement:</p> <ol style="list-style-type: none">1. Employees shall not be hired for positions in which they would be supervised by an immediate family member.2. In situations where all other qualifications are deemed equal, preference will be given to hiring local candidates.3. As soon as feasible after the confirmation of hiring, a letter shall be sent to the person hired stating the conditions of employment. The letter shall include reference to hours of work per week, probation period, and remuneration. For full time employees a copy of Policy 1103 shall be enclosed with the letter.			
<p><u>Definitions:</u></p> <p>“Immediate family member” is defined as father, mother, son, daughter, husband, wife, brother or sister.</p>			
Initial Policy Date:	June 26, 1991	Resolution No:	583/91
Revision Date:			
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