



Job Postings Policy

Original Prepared By: Chief Administrative Officer	Approved: Motion #: RES-202-2023
Date: March 25, 2023	Approval Date: June 12, 2023
Revision Prepared By:	
Date:	Approval Date:

1.0 POLICY STATEMENT

The Town of Torbay believes in promoting employees from within and has established a job posting program to give all employees an opportunity to apply for positions that they are interested in and for which they are qualified.

2.0 SCOPE

This policy applies to the job posting process for all job vacancies at all locations of the Town. Where any provision of this policy conflicts with the terms of the *Collective Agreement*, the *Collective Agreement* will prevail.

3.0 PURPOSE

To establish a Policy for the Town of Torbay that outlines the guidelines that the Town will follow when posting a job vacancy.

4.0 JOB POSTING GUIDELINES AND PROCEDURES

a) Content

- The job posting will normally include the title, the minimum hiring specifications, the essential job functions, the closing date of the posting, and the specific location and person to whom applications should be forwarded.
- The job posting will be prepared using information from a current job description. It

is the responsibility of the Director of Human Resources in consultation with the respective Direct Supervisor/Manager/Director to ensure that the job description is current and therefore appropriate for use when preparing the required job posting.

b) Length of Posting

- Positions will be posted for a minimum period of five working days, or another time period as deemed appropriate.
- To initiate a job posting, the respective department must send a written or email request to the Director of Human Resources.

c) Preparation and Authorization

- The Director of Human Resources will review the job posting request with the Chief Administrative Officer to confirm resources are included in the annual operating budget for the requested position.
- Once the Chief Administrative Officer has confirmed and granted approval, the Director can proceed with preparation of the job posting.
- If resources do not exist within the annual operating budget or resources need to be reallocated, the request will be discussed with all Council for a decision.

d) Maintenance and Recording of Postings

- The Director of Human Resources is responsible for ensuring the job posting is circulated to employees, posted on all designated bulletin boards on the day of the posting, and that it is posted on the Town's website.
- The Director of Human Resources will maintain a record and copy of all job postings in accordance with the Town's Records Retention Policy. A copy of a specific job posting will be provided to employees upon request.

e) Consideration of External Candidates

- Notwithstanding the above and where it is deemed appropriate, the Town reserves the right to advertise the posting for a job vacancy both internally and externally at the same time. The Town reserves the right to either fill the vacancy from outside sources if there is no satisfactory applicant, or to withdraw the posting at any time including after the termination of the posting period. The Town in its sole discretion will ultimately determine who fills the vacancy.

It shall be the responsibility of all employees of Town of Torbay to ensure that they are aware of this policy.

5.0 POLICY REVIEW

This policy will be reviewed annually or as deemed necessary by the Chief Administrative Officer. All changes shall be subject to final approval of Council.

6.0 APPROVAL

Chief Administrative Officer: _____

Date: _____