



## POLICY No. 2008-01

# TEMPORARY STAFFING POOLS

**Originating Department** Corporate Services, Human Resources

**SMT Approval:** 2012-01-23

**Council in Committee:** Not Applicable

**Recommendation #:** N/A

**Council Approval:** Not Applicable

**Resolution #:** N/A

**Revision History:**

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### 1. PURPOSE

To appropriately expedite the filling of temporary vacancies less than three months in duration when persons not currently employed by the County are being considered.

### 2. POLICY

Candidates in Temporary Staffing Pools (Pool) established for specific positions shall be considered first when recruiting candidates not currently employed by the County to temporary positions less than three months in duration. The General Manager of the Department in which the vacancy exists, or designate, must consult with the General Manager, Corporate Services, or designate, and approve the hire of any person not in the position's Pool.

### 3. SCOPE

This policy applies when filling temporary (less than three months in duration) full-time or part-time vacancies in the following positions:

- Any administrative support position
- Roadway Maintenance Worker
- Parks and Recreation Maintenance, Facilities & Parks Operations
- Parks and Recreation Maintenance Assistant, Facilities and Parks Operations

### 4. DEFINITIONS

4.1 Temporary Staffing Pool (Pool):

Consists of persons who have been pre-determined as qualified for any one of the temporary full-time or temporary part-time positions listed in Section 3 and are not currently employed by the County.

4.2 Manager:

Refers to the Manager of the Division in which the vacancy exists

## **5. RESPONSIBILITIES**

- 5.1 The Manager, Human Resources shall ensure each Pool consists of no less than three qualified persons for each of the positions listed in Section 3 at any point in time.
- 5.2 The Manager and Non-Union Supervisor(s) shall consider candidates in the position's Pool whenever selecting a person not currently employed at the County to fill a temporary full-time or temporary part-time vacancy in that position.
- 5.3 The General Manager or designate in the hiring Department, must approve in consultation with the General Manager, Corporate Services, or designate, the hiring of any person to a temporary full-time or temporary part-time vacancy not in the position's Pool.

## **6. PROCEDURES**

- 6.1 The Human Resources Division shall coordinate the external advertising and selection of sufficient qualified Pool participants involving the appropriate hiring Manager or designate and using appropriate selection practices that include interviewing, testing and reference checks.
- 6.2 The Manager and Non Union Supervisor(s) shall submit to the Human Resources Division an approved Request for Staff for any temporary vacancy.
- 6.3 The Human Resources Division shall provide the resumes and other test results of the position's Pool participants to the Manager or Non Union Supervisor for consideration if the position is expected to be for a period of less than three months.
- 6.4 The Manager or Non Union Supervisor(s) shall consider one or more of the position's Pool participants for selection to the vacancy and select the best qualified candidate.
- 6.5 If the temporary position is for a period of three months or more, the Human Resources Division shall post the position internally as required by the appropriate collective agreement or policy. If a candidate who is currently a County employee is not selected, the Human Resources Division shall provide the resumes of the position's Pool participants to the Manager or Non Union Supervisor(s) for consideration.
- 6.6 The Manager or Non Union Supervisor shall consider the position's Pool participants for the vacancy and select the best qualified candidate. If the number of positions to be filled exceeds the number of participants in the position's Pool, an external posting shall be initiated and the position's Pool participants will be given first consideration during the selection process.
- 6.7 The Manager or Non Union Supervisor(s) shall consult with the General Manager, Corporate Services or designate and seek their General Manager's approval whenever a person outside of the position's Pool is being considered for a temporary vacancy.

## **7 REFERENCES**

- 5.1 CUPE Local 4700 Collective Agreement
- 5.2 Haldimand County Policy No. 01-14 Recruitment Policy

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
N/A	Date	Rec#	Date	Res#	Administrative policy first approved by SMT September 3, 2008
	Date	Rec#	Date	Res#	First revision approved by SMT January 23, 2012
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