

## **Procedures relating to staffing actions**

**Approved by Council August 12,**

**2002 Preamble:**

**Council feels it is the body that is ultimately responsible for the integrity of the hiring process at the Band. Therefore, Council members wish to make clear to senior staff their need to be well-informed of all staffing actions, especially hirings and dismissals. Staffing actions need to be well planned so they can take place in a context of clear communication between Council and the manager involved, as well as the community's Employment Counsellor. Using the Employment Counsellor for all hiring will ensure a consistent approach by all managers within the Band Council administration. As well, GCDC has an appeals policy in place for those candidates who wish to question the process and their results. There are only two exceptions to this rule: the hiring of workers for construction jobs in Housing and Public Works. That hiring will be done directly by Council.**

**Procedures:**

**The following procedures are therefore required when handling all staffing actions:**

- 1. Annual employment plans will be drafted and submitted to Council by each manager, and updated at least quarterly, or as required.**
- 2. All hiring, including for temporary projects and replacement workers, will be done through the Employment Counsellor. Annual plans, once vetted by Council, should be submitted to the GCDC Coordinator so that he/she can use them to plan the work of the Employment Counsellor.**
- 3. The portfolio councilor or an authorized substitute for the program in question must be at the selection committee interviews. Portfolio councilors will make great efforts to make themselves available for the selection process. This will be facilitated by careful planning on the part of the manager and the Employment Counsellor. If a portfolio councilor is not available, it is his/her duty to find a substitute.**

4. When a selection committee has made the choice of a new employee, the decision must be communicated to Council members as soon as possible. Council members also wish to see the list of all who applied for the position, and why those hired got the job (eg, won competition, first come first served, weeks needed for EI, welfare injection).
5. The Employment Counsellor shall send out a notice to all managers when a new office employee is hired in order to inform them of the role of the employee and the duration of their position.
6. No managers will be hired without the prior approval of the Council.
7. The dismissal of all managers must be approved at the Council level. Managers may handle all other dismissals, but Council wishes to be informed as soon as possible.
8. The Employment Counsellor will maintain confidential files outlining the employment and training history of all employees in permanent, temporary and project positions and such files will be made accessible to managers when the employees in question are being considered for employment.

Note that these procedures take precedence over any contradictory policies laid out in the current personnel administration manual.