



<b>POLICY NAME:</b>	<b>Recruitment and Selection Policy</b>
<b>Effective Date:</b>	August 13, 2025
<b>Policies Rescinded:</b>	1901, 1951-01, 1952-01, 1953-01, 1954-01
<b>Document Owner:</b>	CAO
<b>Required Review Date:</b>	August 2028
<b>References:</b>	

**PURPOSE**

Woodlands County is committed to fair, transparent, and consistent recruitment and selection practices. The County aims to hire individuals who are best suited to support its strategic direction and values, while upholding principles of equity, diversity, and compliance with applicable legislation.

**POLICY STATEMENT**

The purpose of this policy is to establish clear, fair, and legally compliant standards for the recruitment and selection of employees at Woodlands County. The objective is to ensure the County attracts, selects, and retains the most qualified individuals who can contribute meaningfully to its operations and community objectives

**DEFINITIONS**

**CAO (Chief Administrative Officer):** The administrative head of the municipality as defined in the Municipal Government Act or their designate.

**Permanent Employee:** An employee in an approved, ongoing position without a predetermined end date.

**Temporary/Seasonal/Project Employee:** An employee in a role with a defined start and end date, not exceeding twelve months.

**Replacement Employee:** An employee hired to temporarily fill in for another staff member or manage workload overflow.

**Casual Employee:** An employee in an approved position with irregular or inconsistent hours.

**Independent Contractor:** A person or entity engaged under contract to perform services, not governed by this policy.

**ADMINISTRATIVE RESPONSIBILITY**

**Chief Administrative Officer** (or designate) is responsible for administering this policy.



**GUIDELINES**

**1. Basis for Employment Decisions**

- 1.1 Woodlands County does not discriminate based on race, religious beliefs, colour, gender, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Decisions will be made on the basis of merit, or a combination of job-related skill, experience, knowledge, and behavioral attributes that, together, place an individual at a level of distinction above others, without violating the Alberta Human Rights Act.
- 1.2 Decisions will be governed by all relevant provincial legislation and those regulations set out within the County's Woobook, Woodlands County's Code of Ethics and Respectful Workplace policies, including, but not limited to, a workplace free of discrimination, harassment, bullying, and conflict of interest.
- 1.3 All staff, managers and hiring supervisors will adhere to this policy, as well as any accompanying procedures.

**2. Recruitment and Selection for Job Opportunities**

- 2.1 Recruitment and selection to an organizational position will only occur when the position has been budgeted for and authorized by the CAO, who must work within the budget approved by Woodlands County Council.
- 2.2 Hiring managers within Woodlands County will work in conjunction with the CAO, when determining the best approach to promoting or announcing authorized job opportunities.

**3. Types of Employment within Woodlands County**

The following will be considered the types of employment to Woodlands County:

**3.1 Probationary**

- 3.1.1 Probationary Employee refers to any full-time or part-time employee filling an approved and budgeted position that is seen to be continuous, with no predetermined termination date, has regular assigned duties and regular hours of work, but has not yet cleared the requirements within the probationary period.

**3.2 Permanent**

- 3.2.1 A permanent position must be approved and budgeted, with no predetermined termination date, and may be full-time or part-time, with regular assigned duties and regular hours of work.
- 3.2.2 Following the successful completion of the probationary period, a County employee may be granted:
  - 3.2.2.1 Permanent full-time status, which is defined as requiring the employee to work a regular work week, as noted in the Hours of Work Policy; or
  - 3.2.2.2 Permanent part-time status, which is defined as requiring the employee to work a regular work week based on fewer hours than those indicated in the definition of a full-time position.

**3.3 Roles with predetermined end dates**

**3.3.1 Temporary or Seasonal or Project**

A temporary or seasonal or project position must be approved and budgeted, may be full-time or part-time, and must have a predetermined end date to the position, not to exceed twelve months, at which time the employee's employment with the County would come to an end. The position is not considered a permanently budgeted role.



**3.3.2 Relief or Overload Duties with replacement employees**

An employee is considered a replacement employee when hired to provide relief or overload duties. These employees will be hired with a predetermined end date and/or not in a permanent role.

**3.3.3 Casual**

A casual position is an approved and budgeted role with inconsistent hours and/or no set work schedule.

**3.3.4 Independent Contractors**

To the extent applicable, so as to not detract from the legal relationship of an independent contractor, Woodlands County's employment policies shall not apply to independent contractors.

*Original Signed*

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CAO Signature

**END OF DOCUMENT**

**Version Control**

This section tracks all revisions to the policy. Administrative changes made under CAO authority must not alter the original intent of the policy and are logged accordingly. Council-approved revisions are noted with corresponding resolution numbers.

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>
1.0	August 13, 2025	CAO	New	HR Policy approved by CAO	N/A