

Talent Attraction and Hiring

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Lead Role: Chief Commissioner

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Next Review Date: 04/2010

Administrative Responsibility: Human Resources

Special Note:

Strategic Goal and Policy Preamble:

As an organization, Strathcona County is committed to the delivery of quality public services. Within this mandate we strive to provide opportunities for staff to grow and evolve in a dynamic, challenging and open environment that promotes personal satisfaction, personal achievement, and corporate leadership. Through our people and their talent contributions, Strathcona County will achieve and maintain a reputation as an organization of resilience, agility and flexibility.

As an organization, we commit to this goal by way of - but not limited to - the following broad people policies:

- ✓ Talent Attraction and Hiring
- ✓ Staff Learning, Development and Growth
- ✓ Talent Retention

In order to continue to deliver quality public services, we commit to this goal and broad people policies to achieve and maintain a competitive advantage in relation to similar employers for talented and qualified people

Policy Statement

Strathcona County takes pride in recruiting and hiring the best available talent to fulfill both present and future opportunities, serving the community and the region. In support of this, we will be recognized as a desirable and attractive employer and community.

Guidelines

Strathcona County acknowledges the following guidelines as integral to support this policy:

1. Competitive Compensation
 - providing a fair and competitive total compensation package that meets individual needs
2. Working Conditions
 - supporting flexible working arrangements that mutually meet the needs of the individual and the organization
 - complying with relevant legislation concerning human rights, employment, labour relations, and workplace health and safety legislation
 - assisting employees and prospective employees to understand the alignment of their expectations and values with the County's Strategic Plan and Community Vision

- projects and programs that support social inclusion employment practices consistent with the *Social Sustainability Framework*
- 3. Interesting, Challenging and Fulfilling Work
 - encouraging employees to develop their skills and learning for application in present and future work, as well for opportunities across the organization
- 4. Opportunities for Advancement
 - programs and strategies to support employee development and progression within the organization
 - encouraging internal movement and promotion
- 5. Organization Reputation and “Branding”
 - hiring and promoting individuals based upon an appropriate combination of applicable training, relevant experience, and personal suitability in relation to organizational requirements
 - assisting employees during their careers with opportunities to optimize their potential and their contributions to the organization
 - actively connecting with secondary and post secondary educational institutions and participating at appropriate “career and job fairs” to promote the organization and the community as a great place to have a career

Administrative Procedures

In support of the above goal, the Administration will develop programs and procedures to sustain the implementation of this policy.

APPENDIX

Talent Attraction and Hiring Examples of current programs and services to support policy

1. Wage and salary administration, combined with regular market compensation surveys of comparable organizations to ensure Strathcona County is competitively positioned.
2. Comprehensive health and welfare benefits plan to meet individual and family needs, with cost-sharing of premiums between the organization and employees.
3. Flexible working arrangements (job sharing, compressed work week) to meet employee needs while maintaining service delivery to customers.
4. Occupational Health and Safety programs that promote a safe work environment, including “Working Alone” practice.
5. Employee and Family Assistance Program and the Peer Support Network to aid employees and their family members during times of trauma and emotional need.
6. Principles to support fair and equitable employment practices that comply with relevant legislation concerning human rights, employment, labour relations, and workplace health and safety.
7. Socially responsible employment programs that support social inclusion employment practices consistent with the County’s Social Sustainability Framework.
8. Targeted marketing of the County’s employment opportunities and working environment to specific groups in the labour market, using increased technology to reach qualified applicants.
9. Orientation session for new employees to welcome to the County and provide high-level overview of how their contributions support the delivery of quality services to a wide range of customers.