

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-38 Hiring Policy (Local and Remote Considerations)

- Purpose:** This policy aims to prioritize the hiring local talent from the Central Coast Regional District while remaining adaptable to remote work arrangements when suitable local candidates cannot be identified or for time-sensitive and critical roles within the region.
- Objective:** The objective of this hiring policy is to prioritize local candidates residing within the Central Coast Regional District for job vacancies while ensuring that the organization can fill positions with qualified individuals. The policy also acknowledges the need for flexibility in considering remote work arrangements, depending on the nature of the role and availability of suitable candidates.

1. Local Preference

- 1.1. All job vacancies within the Central Coast Regional District will give preference to candidates who reside within the boundaries of the Central Coast Regional District.
- 1.2. Local candidates from the Central Coast Regional District will be given first consideration for interview selection and employment offers provided they meet the minimum qualifications for the position.

2. Local Posting and Provincial Advertising

- 2.1. Job postings will primarily be advertised locally within the Central Coast Regional District to attract candidates from the area. Postings will be advertised on the CCRD website, Facebook Page, and posted in CCRD information displays.
- 2.2. If the minimum qualification requirements for a position are not met by local candidates or a suitable candidate is not found within the Central Coast Regional District, the Chief Administrative Officer (CAO) or their designated representative will assess the possibility of remote work and expanding the recruitment province-wide for the role.
- 2.3. Local candidates who apply from the Central Coast Regional District will still be considered alongside provincial candidates.

3. Time-Sensitive and Critical Roles

- 3.1. In cases where a role is deemed time-sensitive and critical to the organization's operations within the Central Coast Regional District, both local advertising and provincial advertising may occur simultaneously from the outset.
 - 3.1.1 The CAO or their designated representative will determine which roles fall under this category based on factors such as urgency, impact on service delivery, or other relevant considerations.
- 3.3. Local candidates who apply during this combined advertising process from the Central Coast Regional District will be given priority in the selection process provided they meet the necessary qualifications.

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4. Remote Work Consideration

4.1. The decision to allow remote work for a particular role within the Central Coast Regional District will be based on an assessment conducted by the CAO or their designated representative.

4.2. Factors such as the nature of the role, operational requirements, and the potential for successful remote work arrangements will be considered.

4.3. If remote work is deemed suitable for a position within the Central Coast Regional District, the organization will modify the job posting to reflect the possibility of remote work and indicate that qualified candidates residing outside the Central Coast Regional District may be considered.

5. Remote Office Considerations

5.1. The Chief Financial Officer (CFO), working in collaborating with the hiring manager, will determine an appropriate monthly office allowance to provide for the establishment and maintenance of a home office. This amount provided should not exceed \$200 per month.

5.2. The Hiring Manager will determine the technology requirements for the role and allocate the equipment. The equipment will remain the property of the CCRD and will need to be returned at the conclusion of the employment relationship.

5.3. If the employee would prefer to use their own technology and the safety and security of the CCRD information can be protected, the CFO may issue an appropriate monthly “rental” payment not to exceed \$100 per month. The property will remain with the employee, and the CCRD will remotely remove access to the SharePoint portal and access to all CCRD information at the conclusion of the employment relationship. Should the employee provide their own laptop:

- i. All CCRD documents and files must be stored on OneDrive or SharePoint.
- ii. Employees must be on Microsoft 10 Pro or 11 Pro should they use their own computer.

6. Employment Contract

6.1 Details and arrangements negotiated in an employment contract will supersede the framework of this policy.

Adopted: July 13, 2023 **Resolution:** 23-07-11