



## POLICY 1.1 HIRING OF STAFF

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Department: Administration

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

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**PURPOSE:**

To implement an effective hiring procedure for Company employees.

**SCOPE:**

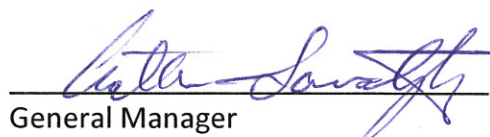
An effective hiring policy ensures that the hiring process is done in an effective, fair, and consistent manner.

**POLICY:**

Peace Regional Waste Management Company will ensure that the best available people are employed in positions that best suit the needs of the Company and the abilities of each individual.

1. Qualified Company employees will be promoted to positions that become vacant, whenever possible.
2. Positions will be advertised internally (on staff room bulletin boards) and may be advertised externally (in the local paper and on the Company website) for 10 days. Internal applicants are to be given the opportunity to participate in the interview process.
3. The entire Board will interview and select the General Manager.
4. The General Manager or his designate will interview and select Company employees.
5. Under special circumstances, the General Manager, at his or her discretion, may promote an individual in the organization without issuing a competitive posting, if he or she feels it is in the best interest of the organization.

  
Chairman

  
General Manager