



CORPORATE POLICY MANUAL

Section:	Human Resources	7
Sub-Section:	Staffing - General	2770
Title:	STAFFING LEVELS AND AUTHORITY TO RECRUIT	1

POLICY

The CAO shall monitor the staffing levels of each department on a quarterly basis and require Managers to justify filling vacancies before authorizing the commencement of recruiting. Significant changes to employees' status arising from divisional/departmental reorganization or increases/decreases to staffing levels that are intended to be of a long term nature, shall be approved by the CAO prior to implementation. Department managers may vary staffing levels on their own initiative for short term assignments, provided that funds allocated in the Operating Budget are not exceeded.

REASONS FOR POLICY

To provide staff with recruiting responsibility and accountability that is consistent with bottomline budgeting principles.

PROCEDURES

- 1) Long term employment commitment - the CAO shall first be satisfied of the need to fill a vacancy before recruitment will commence. Substantiation of the need to fill a vacancy shall be provided by the Director.
- 2) Significant changes to employees' status resulting from the reorganization of a department/division shall be approved by the CAO before implementation. The Director shall provide a full and detailed report to the CAO outlining all of the changes to staff and staffing levels being proposed.
- 3) Short term staff adjustments will be at the discretion of the Department Manager provided staffing level changes are achieved within the allocated funds of the Operations Budget.
- 4) The Human Resources Department shall, for monitoring purposes, provide the CAO with a quarterly report on the full time equivalents for each department based on the appropriate hours per person in a calendar year.
- 5) A summary of the reports shall be provided quarterly by the CAO for Council's information.

AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	April 13, 1992	Approved by:	In Camera
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2. Amendment Date:	June 17, 1996	Approved by:	In Camera
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