

**Title: Human Resources Management  
Policy - Creation of Positions**

**Policy No: 1920**

**Approval: Town Council  
Effective Date: January 25, 2006**



Supersedes Policy No: none

**Policy Statement:** To ensure that all positions of employment of the Town of Hardisty have been duly authorized.

**Principles:**

- 1) No permanent or contract position may exist without prior approval of Council.
- 2) Council may approve the establishment of a position during the annual budget process or by way of resolution.
- 3) Prior to the end of September, the CAO shall review their staffing levels including permanent or contract positions. Any changes in staffing levels shall be submitted to Council for consideration during the budget process..
- 4) All requests for staff shall indicate whether the positions are casual, temporary, or permanent; and whether the positions are part-time or full-time and include a proposed job description, required training and experience, and recommended salary range.
- 5) The CAO shall review requests for additional staff and make a recommendation to Council regarding any requests for staff.