

EQUAL EMPLOYMENT OPPORTUNITY

DATE APPROVED: **January 13, 1994**

EFFECTIVE DATE: **January 13, 1994** **REVISED:**

POLICY STATEMENT

PURPOSE

To adopt and convey the practice of non-discrimination regarding employment opportunities in support of both federal and provincial legislation.

POLICY STATEMENT

It is and shall be a continuous policy of the Town of Yarmouth to recruit and select employees without discrimination because of race, colour, gender, age, national origin or religion, and to treat all employees equally with respect to compensation and any opportunity for advancement, including promotion and transfer. Specifically:

- 1) All employment opportunities are and shall be open to all qualified applicants on the basis of their character, experience, aptitude and ability;
- 2) All advancement is and shall be based entirely on the individuals' achievements, performance, ability, attitude and potential for a promotion. If at any time two people share identical qualifications with respect to promotion, then the length of satisfactory employment service, with the Town, will be the determining factor.

MINIMUM STANDARDS FOR EMPLOYMENT

PURPOSE

To clarify qualifications for employment to ensure that all persons hired have the desired education, training and/or experience necessary to enable them to successfully complete the duties and responsibilities of the position.

POLICY STATEMENT

Candidates for job openings will be selected on the basis of merit, ability, confidence, experience, and a satisfactory character and employment references.

Any individual who previously left the employ of the Town is eligible for re-employment, however, there shall be no preference granted because of previous employment.

Former employees who left the employ of the Town voluntarily or through no fault of their own and make application for re-employment will be afforded the same consideration as any other applicant. A re-employed person must waive all rights accruing from prior service.

HANDICAPPED INDIVIDUALS

Individuals with handicaps will be considered for employment on the basis of their capability for a particular job/position. Handicaps which do not disqualify an applicant are those that do not constitute a hazard to the Town, its employees, or the general public.