

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

HIRING

### NUMBER

A1104A

### DELEGATED AUTHORITY

*BYLAW 12005, THE CITY  
ADMINISTRATION BYLAW*

### DEPARTMENT

*CORPORATE SERVICES*

### STATEMENT

The City of Edmonton is committed to attracting a diverse, productive engaged and talented workforce to meet business outcomes through a recruitment and selection process that is competitive, inclusive and reflects equal opportunity in accordance with appropriate laws, directives, procedures and collective agreements.

### PURPOSE

To provide an impartial and consistently applied framework and procedures for hiring employees that are timely, simple, cost efficient, integrated with client business needs and aligned with human resources plans.

### APPLICATION

This directive applies to individuals applying for positions within the City of Edmonton and all permanent, temporary and provisional employees reporting to the City Manager. This also applies to all employees of the Office of the City Auditor.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Acceptable Use of Communication Technology A1429  
Alberta Human Rights, Citizenship and Multiculturalism Act  
Code of Conduct A1100  
Collective Agreements  
Discipline of City Employees A1102  
Duty to Accommodate Disabilities A1126  
Freedom of Information and Protection of Privacy  
Respectful Workplace

Handwritten signature of A.B. Maurer in black ink.