

County of Elgin

Section: **3**

Human Resources Policy Manual

Subject: **Posting, Advertising
and Reporting**

Code - **A**

Policy Number: **3.20**

Date Approved: **Oct. 1/87**

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Date Last Revision: **July 1/11**

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- (a) Vacancies for all positions shall be advertised by the Human Resources Department. Vacancies for non-union positions shall be advertised internally in all departments, for at least (5) working days. External advertising may take place, concurrent with the internal process, at the hiring Director's discretion. Vacancies for all union and association vacancies will be advertised per their respective collective agreements.
 - (b) The Human Resources Department will provide copies of the successful applicant(s) for posting on bulletin boards and notification of the appropriate personnel.
 - (c) Vacancies that occur in the different bargaining units of the County that are not filled through the job posting procedure as stated in the collective agreements shall be then advertised by the Human Resources Department in all departments in conjunction with or where possible prior to being advertised outside.

The County of Elgin is an equal opportunity employer and carries out hiring in accordance with all applicable laws, including the Ontario Human Rights Code.