

## **H. AUTHORITY TO EMPLOY AND TERMINATE**

### **EMPLOYMENT POSITIONS**

Creation of new employment positions within the company are at the full discretion of the board of commissioners. Filling of existing and new employment positions shall be at the full discretion of the Executive Director. Planning should be done so that any foreseen new positions should be introduced during the annual budget approval process. Unforeseen (emergency) new employment positions and replacement of terminated employment positions can be requested of the board of commissioners at any meeting.

### **APPLICATION PROCESS**

Upon approval from the board of commissioners to fill a vacant position, the application period shall be opened. All applicants must complete an employment application to be considered as a candidate for employment. The company may also require a resume' and letters of reference depending on the position being sought. Following review of all completed applications, the Executive Director or his designee will identify the most qualified candidates for interview. Applicants who are not chosen for interviews will remain as active applicants for six months and considered for other available positions during that time.

### **INTERVIEWING PROCESS**

Applicants selected for interview will be interviewed at least one time in front of a panel including the Executive Director or his designee, the Director overseeing the position to be filled and/or the Director overseeing Human Resources, and any members of the Board of Commissioners Executive Committee designated by the Executive Committee Chairman. Second interviews may be requested by the Executive Director.

### **SELECTION PROCESS**

The selection of the candidate to be offered an employment position will be at the sole discretion of the Executive Director and will be based on the input derived on his own and received from the interview panel.

### **HIRING PROCESS**

The Executive Director may make conditional offer of employment to the candidate selected. The conditional aspect of the job offer depends on the employee's agreeing to acknowledge company policies in writing, consenting and passing all necessary drug, background and reference checks and any other condition imposed by the Executive Director.

Following an acceptance of an offer of employment, the new employee will be given a start date and location to report for an orientation session. Orientation is paid. During the orientation, the new employees will be given workplace rules, policies and other information about their positions. Authorization forms and policies must be signed at this time BEFORE actual work is performed under their new department director.

### **TERMINATION AUTHORITY**

The removal of an employment position from the organizational chart is at the discretion of the Board of Commissioners and should be attempted to be done during the budget process or within an adequate time to provide any affected employee transitional consideration.

The termination of an employee is at the full discretion of the Executive Director but should be made in collaboration with the chairman of the Executive Committee. Actions should be done in accordance with all other existing GLPC policies. Notification should be made to each member of the Board of Commissioners prior to termination action or as soon thereafter as possible.