



CHATHAM AREA TRANSIT

Offers of Employment

Effective Date: July 1, 2014

POLICY:

A job offer is an important commitment with legal and ethical implications for Chatham Area Transit and the employee. Therefore, Chatham Area Transit will ensure the process leading to the offer and all communications contained in the offer are appropriate, approved by the applicable manager(s), consistent with Company policy and the Chatham Area Transit.

PROCEDURE:

Upon identification of the individual that is the best candidate for the position being hired for, the hiring manager should confer with the Director of Human Resources. The Director will assist in obtaining appropriate approvals in conjunction with this policy, and the Chatham Area Transit.

The following approvals are required for employment offers:

1. All non-budgeted positions require the approval of the CEO or his/her designee.
2. Budgeted positions require signed approval from 2 individuals - the hiring manager and the supervisor of the hiring manager. Once approval(s) have been obtained, and after determining the offer content, the hiring manager will verbally discuss an offer of employment with the candidate confirming the pay rate, start date, position location, etc.

Note: If the offer is to an internal employee, the hiring manager should contact the employee's current manager and inform him/her of the offer intention prior to contacting the employee directly.

Following discussion of the verbal offer, the hiring manager will contact the Director, Human Resources, who will draft the formal, written offer letter and correspond with the candidate in regard to terms and conditions of employment and any post offer testing (i.e. drug/alcohol testing, background check). For external hires, the Company encourages at least two (2) weeks' time between offer and start date.

APPLIES TO:

All employees of Chatham Area Transit Authority.