

## APPOINTMENT AND EVALUATION OF THE SAO

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### POLICY

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Council will appoint the Senior Administrative Officer (SAO) as outlined in the *Hamlet's Act*, and Council will conduct the annual evaluation of the performance of the SAO.

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### DEFINITIONS

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"Hamlet" means Hamlet of Enterprise  
"SAO" means Senior Administrative Officer

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### GUIDELINES

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1. The SAO will be selected by Council based on the approved position description and qualifications of the selected SAO candidate.
  - 1.1. Council, as a whole, must participate in the recruitment process; or
    - 1.1.1. A Human Resources Committee (of at least 4 council members) may be developed to oversee the recruitment process.
  - 1.2. The Human Resources Committee will report to and make recommendations to Council on the selected candidate; however, Council as a whole must approve the hiring of the SAO.
2. The terms and conditions of employment for the SAO will be described in an Employment Agreement.
  - 2.1. Council as a whole must approve the SAO's Employment Agreement.
3. The SAO will report to the Mayor on a regular basis but is responsible to Council as a whole.
4. The SAO will fulfill the duties as described in the approved job description, as directed by Council and, as assigned in the *Hamlet's Act*.
5. An annual evaluation of the performance of the SAO will be completed by Council based on the approved SAO Performance Evaluation process.
6. The SAO is the only staff member that is supervised by Council.
  - 6.1. All other staff members will be supervised by the SAO or designated supervisor.

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### ATTACHMENTS

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Approved SAO Job Description  
Approved SAO Evaluation Form

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### REFERENCES

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*Hamlet's Act*