



Kwanlin Dün First Nation CITIZEN HIRING PREFERENCE POLICY

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Administrative Authority: Human Resources	Policy Authority: OIC-2024-32

PURPOSE

This purpose of this policy is to provide equitable opportunity for Kwanlin Dün First Nation (“KDFN”) Citizens to apply on public job postings.

SCOPE

Except where indicated, this policy will apply to all publicly posted job vacancies.

DEFINITIONS

Eligible Citizen means a Citizen that meets the job requirements listed in the public job posting.

Essential work is a task that is critical to the continued maintenance of infrastructure operations.

Public job posting means an advertisement on a job vacancy that is unrelated to internal transfers or promotions.

Immediate family member means, with respect to any person:

- a. the person’s Spouse, parent, child, or grandchild;
- b. the Spouse of the person’s child; or
- c. a child of the person’s Spouse, if that child is treated as a child of the person.

POLICY

1. Except where indicated in this policy, eligibility for all job vacancies that are listed through public job postings will be restricted to KDFN Citizens.
 - 1.1. If no qualified KDFN Citizens apply within one-month immediately following the public posting of a KDFN job, the job posting will be re-released with no Citizenship eligibility requirement.
 - 1.2. If an eligible Citizen applies within the one-month restricted eligibility period, the eligible Citizen will be screened in for a job interview.

2. When a public job posting is released to the larger public, priority hire will preference applicants who meet the requirements of the job and are a KDFN Citizen or an immediate family member of a KDFN Citizen, as defined in the *Constitution of the Kwanlin Dün First Nation* and this policy.
3. Job postings that list a vacancy that is strictly for essential work are exempt from the one-month restriction period.