



MANAGEMENT

Temporary Staffing for Municipal Finance Departments

There are several reasons why temporary contract staff may make sense for your finance department:

- Covering staffing gaps caused by staff departures and the time it takes to rehire.
- Covering leaves of absence either planned or unplanned.
- Catching up on workload issues.
- Helping with extra work, like software implementations
- Doing special projects

Most Municipal Finance Departments operate efficiently with a fixed number of full-time staff. However, unforeseen events can disrupt the smoothest operations.

We can help.

KTH Management is a licensed employment agency. We have a specialist in local government finance, who knows the issues and has connections with dozens of experienced finance professionals, who are willing to work on short-term assignments. Assignment will be tailored to fit your needs; maybe on-site, remote or a combination. Maybe full-time, maybe a few hours a week.

Just tell us your needs and we will endeavor to find you the perfect solution.

We will:

- Meet with you to establish your needs,
- Match you with a suitable candidate,
- Assist you in documenting a contract with the candidate,
- Charge a reasonable fee based on the amount of the contract.

To discuss your staffing needs, contact Sam Weller at sam.weller@kthmanagement.ca or 250-598-6871

KTH Management - Fee schedule and Terms of Service

1. Candidate Search :

KTH Management (The Service Provider) will conduct searches and submit suitable candidates on a best-efforts basis in accordance with your specifications and candidate criteria provided on a case-by-case basis. The Service Provider will be responsible for candidate searches, conducting pre-employment screening and interviews.

2. Representation :

Representations made to candidates by the Service Provider regarding terms of employment, job descriptions and workplace conditions shall be in conformance with the information provided by the Client.

3. Client's Role :

The most successful search assignments are those in which the Service Provider together with the Client form strong partnerships. The Client's contribution to the success of these search assignments includes:

- Appropriate information to enable candidates to make informed decisions.
- Clear indication of information that must be kept confidential.
- Timely feedback to the Service Provider regarding the position, compensation, and criteria.
- Prompt scheduling of and feedback from Client interviews with candidates.

4. Fee for service:

Our Fee is a one-time administration charge of \$1,000 payable on retaining our services plus ten percent (10%) of the amount payable to the successful candidate during the next twelve months (billed monthly).

The fee will be payable in respect of any candidate, introduced by the service provider, who is hired by the client, within the succeeding 12 months.

5. Temporary to permanent placement:

If the client wishes to hire the contractor as a permanent employee at any time, the fee will be 10% of the full time annualized salary, less amounts already paid under this contract.

6. Guarantee:

If the service provider fails to present a candidate, the administration fee is refundable.

If a candidate is deemed unsuitable within 30 days, the service provider will present another candidate.

KTH Management

Request for Temporary Candidate Search

Name of Organization (Client): _____

Contact name/phone: _____

Position required (is job description available?): _____

Actual work required: _____

Approx hours/week, assignment length: _____

Onsite/Remote/Hybrid?: _____

Any other requirements or limitations: _____

KTH Management (the service provider) agrees to:

- Conduct searches, pre-employment screening and interviews.
- Introduce the client to at least one suitable candidate,
- Assist the client in negotiating a contract with the selected candidate outlining terms, conditions and an hourly rate.

The Client agrees to:

- Accept the Terms of Service
- Provide appropriate information to enable candidates to make informed decisions.
- Interview and select a suitable candidate
- Enter into an agreement with the candidate

Name/Title _____

Client Signature _____ Date _____

Email sam.weller@kthmanagement.ca or phone Sam at 250-598-6871 with any questions.