

Human Resources Policy Manual

Section	Employment Policies
Policy:	HRP 2.06 Job Posting Policy
Effective Date:	April 1, 2009 (Rev Sept 30/11; Sept 21/16)
Replaces:	

1 POLICY

- 1.01 When Springboard, in its sole discretion, decides that a job vacancy exists in jobs specified in paragraph 3.01, the job vacancy will be posted in accordance with the provision of this policy in order to provide internal candidates with notification of the opportunity.
- 1.02 All recruitment will be in accordance with the operational requirements of the department, program or location.
- 1.03 Internal and external recruitment for a job vacancy may be conducted simultaneously.
- 1.04 Employees who wish to apply for a Job Posting must complete and submit an Application for Internal Transfer provided for this purpose, within the time limit specified in the Job Posting. The Application for Internal Transfer is shown as Attachment B to this policy and is available on the Management and Public network drives.
- 1.05 (a) Applicants to a job vacancy will be evaluated in accordance with the relevant job selection criteria. Job Posting applicants will be given preference in the following sequence:
- applicants from the department/program where the vacancy exists and for whom the posting is a promotional or developmental opportunity;
 - applicants from other departments/programs for whom the posting is a promotional or developmental opportunity;
 - applicants from external sources.
- b) Where the qualifications of successful applicants selected in accordance with paragraph 1.05 (a) are deemed to be relatively equal, preference will be given to the internal applicant(s) with the greatest length of employment service with Springboard.
- 1.06 If the job vacancy is not filled as a result of the Job Posting, Springboard reserves the right to fill the vacancy from either internal or external sources.
- 1.07 An employee who is a successful applicant to a Job Posting will not be eligible to apply for a subsequent Job Posting for a period of six (6) months from the date of last transfer unless the employee's immediate supervisor authorizes the application and transfer, if selected, by signing on the Application for Internal Transfer.

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2 PURPOSE

- 2.01 Springboard is committed to recruiting and selecting individuals who are most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. The purpose of this policy is to give active employees notice of existing opportunities within Springboard and to ensure a consistent procedure in filling vacancies.

3 SCOPE

- 3.01 This policy applies to the following non-bargaining unit, all job vacancies: full-time permanent, part-time permanent, temporary or contract assignment, newly created, hourly and salaried. In rare and exceptional cases, Springboard reserves the right not to post a certain vacancy. The posting of vacancies for bargaining unit jobs and evaluation of internal applicants for these vacancies are governed by the provisions in the applicable Collective Agreement. This policy may apply to bargaining unit employees in cases where there is no provision or it is not clear in the Collective Agreement.

4 RESPONSIBILITY

- 4.01 Supervisors/Managers are responsible for:
- (a) Identifying job vacancies within their jurisdiction and providing HR the pertinent information prior to job posting.
 - (b) Defining job duties and requirements and getting appropriate approval for recruiting for a newly created position or when major changes have been made to an existing position.
 - (c) If required, working with Human Resources staff in developing job postings which comply with the provisions of the law.
- 4.02 HR staff are responsible for:
- (a) Ensuring consistent implementation of this policy.
 - (b) Reviewing request for job posting and recording and tracking posted vacancies.
 - (c) Assisting in the preparation of the job posting.
 - (d) Ensuring that job postings are posted based on the request of the supervisor/manager and based on relevant policies and practice.

5 DEFINITIONS

- 5.01 **Job Posting** means notification that a position is vacant which is posted for the purpose of allowing employees and/or external applicants to apply for the vacancy.

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5.02 **Promotional Opportunity** for the purpose of this policy means a job with a higher rate of pay or range than the employee's current job.

5.03 **Developmental Opportunity** for the purpose of this policy means a job with the same rate of pay or range as the employee's current job but will allow the employee to grow in terms of knowledge, skills, and relevant work experience.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Ontario Human Rights Code
 Collective Agreement - CUPE 4369
 HRP 2.02 Recruitment and Selection

7 PROCEDURES

7.01 Recruitment for replacement as a result of resignation, termination, transfer, leaves, etc. will be at the discretion of the direct supervisor.

7.02 Hiring supervisors who want to recruit for their vacancies will submit, by email, to HR a duly completed Recruitment Checklist (Attachment A) outlining pertinent information on the recruitment of such vacancy. Department Manager will be copied on the email.

Recruiting for a newly created position or existing position that has significantly changed, discussion/s with stakeholders, including supporting documentation (e.g. job description, job posting) and Executive Director's approval, must be completed prior to job posting. HR Manager will be copied on all communication or include HR in the discussion/s.

7.03 For a newly created position or if there are major changes in the existing job, based on new/revised funder contract, that will impact pay or involve the salary structure, the supervisor will:

(a) Discuss with HR Manager the new or revised job to compare with other similar jobs, and/or determine the appropriate job classification, job grade level, and pay range/level.

(b) Submit to HR Manager a completed Job Evaluation Questionnaire or Job Description.

7.04 The Job Posting will include the following information: position title, department, location, employment category, pay/pay range, vacancy number, working hours/shift and schedule requirements, department/program profile, key responsibilities, key qualifications, competencies, how to apply, posting date and application deadline.

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- 7.05 The Human Resources staff, after validating the request for job posting, will post the vacancy within two (2) business days from date of approval; and thereafter, record in the recruitment report the status of the vacancy such as, vacancy number, posting period, the date vacancy was filled, number of days to fill the vacancy, successful applicant, or if vacancy is cancelled, re-posted or closed, etc.
- 7.06 All Job Postings will be posted for at least seven (7) calendar days at all worksites in a place accessible to all employees. Job vacancies that are identified as hard to fill or where a skill shortage exists may result in an internal and external search being conducted simultaneously and will be posted at other sites deemed appropriate by the hiring supervisor.
- 7.07 Subject to paragraph 1.07 of this policy, any qualified active employee who has completed at least six (6) months of employment in his or her current position on the date of the posting may submit an application for the vacancy. Application for Internal Transfer must be submitted as per the Job Posting.
- 7.08 Internal applicants will be given time off with pay, if necessary, to attend an interview for the Job Posting. Travel expense for interviews will not be covered.
- 7.09 Internal applicants will not suffer repercussions for applying for Job Postings.
- 7.10 All applicants, internal or external, will be evaluated based upon the same qualification criteria using the same interview tool/process.
- 7.11 Vacant bargaining unit positions may be used for redeployment, lay-off, or accommodation needs. The Labour-Management Committee will work together with the department manager in regards to placing the employee to an available vacancy. In this case, the employee for placement must qualify based on the requirements of the job.
- 7.12 If recruitment agencies or executive search houses are expected to be used in the recruitment, manager's approval will be required before any agency is engaged to assist. Only one organization will be used at any time on any recruiting assignment.

8 ATTACHMENTS

- Job Posting (Sample)
- Application for Internal Transfer Form
- Recruitment Checklist