



## City of St. John's Corporate and Operational Policy

**Policy:** 03-01-08   Employment Policy

**Status:**

**Issued By:** Human Resources

**Revision No:** 2

**Revision Date:** 2007/12/10

**Date of Original Council**

**Approval:** 1987/09/01

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 01 Recruitment

**Title:** 08 Employment Policy

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### **Purpose**

To control the hiring of employees for the City of St. John's and to ensure that the refilling of existing positions and the creation of new positions are determined to be absolutely essential to the functioning of the City before hiring is initiated.

### **Policy Statement**

I. The Human Resources Department shall have the right to make an offer of employment or hire an employee below the level of Director. The Chief Commissioner shall have the sole right to make an offer of employment or hire a Director. The Human Resources Department may delegate hiring authority, but shall require full reports from the Department in which the vacancy exists.

II. The Human Resources Department may not carry out the selection process without the involvement of the Line Department affected.

III. Interviews shall involve, where possible, the immediate supervisor of the position being recruited.

IV. The selection process shall include any test or interview that the Human Resources Department, in consultation with the affected Line Department, may deem appropriate.

V. The selection process shall not be considered complete until the appropriate probationary period has been successfully completed.

VI. No external applicant shall be appointed to a permanent position or to a temporary or casual position where (s)he acquires seniority rights upon hire unless the applicant has successfully passed a pre-employment medical examination to determine if the employee is capable of performing all the task(s) involved.

VII. Education requirements for positions shall be as determined by the Human Resources Department after a full review of the vacant position, a full review of any contractual rights that could be achieved by the successful applicant, and after consultation with the affected Line Department. However, the minimum acceptable education level for any successful applicant shall be High School graduation or its equivalent.

VIII. Subject to IX below, all hiring of any new employees or replacement for terminating permanent employees, whether Full or Part Time, shall comply with the following procedures in the sequence shown:

a. New or replacement personnel must be requested on a "Requisition for Personnel" form and approved by:

i. **Either**, in the case of positions which were not included as part of the hiring department's approved budget - the Department Head and the Chief Commissioner,

ii. **Or**, in the case of positions which were included as part of the hiring department's approved budget - the Department Head and the Director of Human Resources in that order, prior to ANY hiring action being initiated.

b. When the requisition for personnel has been fully approved it will be forwarded to the Manager of Employee relations who will ensure the vacancy is posted internally (in order that current employees may bid) and externally as necessary. The Manager of Employee Relations or his or her designate will subsequently pre-screen candidates in order to provide a short list of suitable candidates to the requesting departments.

c. Upon completion of any interviews or testing that may be required, the department concerned will make the final selection in consultation with the Department of Human Resources and notify the Manager of Employee Relations of their choice, but no verbal or written offer of employment is to be made until approval of the successful candidate has been obtained from the Manager of Employee Relations and s/he has given the department express permission to hire.

d. When the successful candidate has been fully approved for hiring the requesting department may make a verbal offer of employment and advise the future employee of his/her starting date and time.

e. The verbal offer will be confirmed, or an offer made, in writing by the Manager of Employee Relations, and this written offer shall be the offer binding upon the City.

f. All new employees are to report to the Human Resources Department for initial processing and orientation prior to commencing work.

IX. Where temporary replacement is required for current employees who are absent for less than six (6) months, no job posting will be required to due the short term nature of the position. Such replacement shall be procured through the Manager of Employee Relations.

a. Where replacement for employees on annual leave is required, the procedure in no. 8 above is to be followed.

b. Any new non-union employee hired on a temporary full time or temporary part time basis shall be considered contractual and shall not be eligible for entry into the pension plan or the group insurance plan. The terms and conditions of employment shall be detailed in the job offer.

### **Application**

### **Responsibilities**

Department of Human Resources.

### **Definitions**

### **References/Appendix**

### **Monitoring and Contravention**

### **Approvals**

Finance and Administration Standing Committee report August 18, 2000; Regular Meeting of Council, September 5, 2000; Finance and Administration Standing Committee report March 15, 2001; Regular Meeting of Council, March 26, 2001; Finance and Administration Standing Committee report - November 28, 2007; Regular Meeting of Council - December 10, 2007.

### **Review Period**

### **Available to Public**

- ☒ Yes
- ☐ No

