

# EDMONTON

## ADMINISTRATIVE PROCEDURE



### TITLE

**HIRING**

### NUMBER

**A1104A**

### DEPARTMENT

**CORPORATE SERVICES**

### DELEGATED AUTHORITY

**GENERAL MANAGER, CORPORATE  
SERVICES**

### CONTACT

**BRANCH MANAGER, HUMAN RESOURCES  
496-7800**

### DEFINITIONS

### DATE

**MARCH 6, 2008**

Employee - An individual employed by the City, including those employed on personal services contracts, but not including elected officials or their assistants.

Immediate Family/Relative – Are members of the same family who are related to one another by marriage or common-law, and includes husband, wife, father, mother, brothers, sisters, sons and daughters.

Applicant – An individual who has applied for a City of Edmonton position.

Recruitment Management System - An automated web based system that creates postings, stores candidate data and collects and sorts resumes.

Certified – Individuals who have, through training or experience, been assessed by Human Resources as to have the required skills and knowledge to perform recruitment activities.

### PROCEDURES AND GUIDELINES

The City Manager will approve all recruitment, selection and relocation actions to fill General Manager positions, all new positions approved in the 2009 budget and all new permanent positions not approved in the annual budget. The City Manager will approve all relocation expenses for General Managers.

The General Manager will approve all recruitment, selection and relocation actions to fill Branch Manager positions within their department. General Managers must approve all relocation expenses in excess of \$10,000, in accordance with Interview Expense & Relocation Guidelines (Attachment I).

The Branch Manager will approve all recruitment and selection actions to fill Director positions within their branch. Branch Managers must approve all relocation expenses for their Branch up to \$10,000, in accordance with Interview Expenses & Relocation Guidelines.

The Directors will approve all recruitment and selection actions to fill positions in their work units.

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All hiring managers/supervisors will initiate recruitment activities in the recruitment management system, determine recruitment strategies and screening criteria, interview candidates, conduct reference/pre-employment checks, recommend suitable candidates and make offers of employment in accordance with procedures outlined in the Supervisor Hiring Manual (Attachment II). One member of the interview panel must be certified. Hiring managers/supervisors will ensure funds are available in their department budget for advertising, travel and relocation expenses related to recruitment and selection activities.

All internal and external applicants are responsible for full disclosure of work history and performance.

All Employees will be permitted to attend interviews for City of Edmonton positions, without loss of pay, when the interview has been scheduled during the employees working shift.

The Human Resources Branch will engage in active outreach recruitment programs to encourage all members of society to access City of Edmonton employment opportunities and to ensure that information required through application materials, interviews, tests and other selection processes are job-related and inclusive.

Recruitment Consultants will support hiring manager/supervisors throughout the recruitment and selection process, participate in interviews as required and prepare offer letters to job applicants.

The Branch Manager of Human Resources will be responsible for certifying all hiring managers/supervisors to ensure that selection decisions are made on the basis of job related criteria in accordance with the intent of equal opportunity. The Branch Manager of Human Resources will assess recruitment effectiveness of hiring managers/supervisors to determine appropriate interventions when corporate standards are not maintained.

The Director of Recruitment will ensure that information required through application materials, interviews, tests and other selection processes are job-related and inclusive.

### **Appointments**

All appointments to positions within a bargaining unit shall be done in accordance with the applicable Collective Agreement.

An employee who resigns prior to twenty-four months of employment from a position, for which relocation expenses up to \$10,000 were paid, will reimburse expenses paid by the City on a pro-rata basis. An employee who resigns prior to thirty-six months of employment from a position, for which relocation expenses exceeding \$10,000 were paid, will reimburse expenses paid by the City on a pro-rata basis.

### **Hiring of Relatives**

Favoritism or an actual or perceived conflict of interest can potentially arise when members of the same immediate family work in the same section or work unit. To eliminate even the appearance of impropriety as well as the potential for favoritism, employees may not take part in, or in any way attempt to influence the hiring or placement process of a member of their immediate family. Furthermore, no one may be hired, transferred or promoted to a position in which a relative can be perceived to have influence over their promotion or supervision.

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### **Pre-employment Checks**

The City of Edmonton will determine whether any employment checks are necessary based upon the job requirements of each position. All necessary pre-employment checks (reference checks, security checks or other related checks) should be completed prior to a candidate commencing employment. Those positions that required enhanced vulnerable sector security clearances must be completed prior to a candidate commencing employment.

### **Privacy**

Throughout the selection process, applications and applicant information will remain confidential to the greatest extent possible.

### **Fairness of Employment**

The City is committed to the principle of fair and equitable hiring and therefore all positions will be filled by competition. Union positions will follow the posting and selection provisions of the appropriate collective agreement with the exceptions of Duty to Accommodate placements, lateral placements and union waivers.

Selection decisions will be documented and defensible with consistent application of process.

The City of Edmonton does not permit discrimination based on race, religious beliefs, color gender (including pregnancy), physical disability, mental disability, age, ancestry, place of origin, marital status, source of income or family status of that person or of any other person, sexual orientation or any other prohibited grounds covered by provincial human rights legislation. Written complaints of discrimination relating to recruitment and selection must be submitted to the Director of Recruitment.

### **Compliance**

If there is any misrepresentation of facts by employees or applicants regarding work history, credentials, or any other work-related information, the City may terminate the employee or withdraw the applicant from the selection process.

The Director of Recruitment will facilitate and investigate the written complaints of discrimination relating to recruitment and selection. The Director will provide a written report to the General Manager relating to complaints in his/her Department. Timelines on investigating complaints will be as per the Respectful Workplace Policy.

### **ATTACHMENTS**

Attachment I – Interview Expense & Relocation Reimbursement Guidelines  
Attachment II – Supervisor Hiring Manual