

# Procedure

## Hiring



This procedure falls under A1104A *Hiring Policy*.

<b>Program Impacted</b>	Employee Experience & Safety <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.</i>
<b>Approved By</b>	Kim Armstrong
<b>Date of Approval</b>	October 14, 2021
<b>Approval History</b>	March 6, 2008
<b>Next Scheduled Review</b>	August 2024

### Responsibilities

Please refer to the [Human Resources Delegation of Authority](#) for detailed responsibilities.

### Internal Interviews

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.

### 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.

### **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 where possible will fill positions 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.

Notwithstanding the prior, for management and out of scope positions, the hiring manager, in concurrence with their DCM and DCM, ES can waive the requirement for a competition when it is in the best interest of the organization.

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, gender expression and gender identity), 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 Talent Acquisition and Strategy.

### **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 Talent Acquisition and Strategy will facilitate and investigate the written complaints of discrimination relating to recruitment and selection. The Director will provide a written report to the

Employee Services Deputy City Manager relating to complaints in his/her Department. Timelines on investigating complaints will be as per the Respectful Workplace Policy.

### **Definitions**

- **Employee** An individual employed by the City, including those employed on personal services contracts, but not including elected officials or their assistants.
- **External/ Internal Candidates** An individual who has applied for a City of Edmonton position.
- **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.
- **Qualified** Individuals who have, through training or experience, been assessed by Human Resources as to have the required skills and knowledge to perform recruitment activities.
- **Recruitment Management System** An automated web based system that creates postings, sorts resumes and stores candidate data, including candidate history and progression through the recruitment cycle and onboarding process.