

## Appointments

Original Implementation Date	May 10, 2007		
Date of Last Revision	September 1, 2011	Approved by	Richard Butts, CAO
Effective Date of Last Revision	September 1, 2011		
Date of Last Revision	June 13, 2016	Approved by	John Traves Q.C., Acting CAO
Effective Date of Last Revision	June 13, 2016		

### **1 - Business Practice Name**

Appointments

### **2 - Purpose**

Halifax Regional Municipality is committed to a fair and transparent hiring process however, from time to time Directors and Managers need the flexibility to make appointments to positions rather than follow the normal selection process. This practice outlines those situations when appointments are appropriate and the considerations that must be taken into account. At all times, Directors/Managers are expected to exercise sound judgment in making appointment related decisions and will select the person who not only meets the job requirements, but also fits the current and future needs of the organization.

### **3 - Objectives**

This business practice is intended to:

1. Give flexibility to the CAO/DCAO/Directors/Managers to respond quickly to unique staffing situations.
2. Foster confidence in appointment decisions and in the integrity of the appointment practice.
3. Reduce the stress and uncertainty that employees often feel when their position is at risk of being eliminated.

### **3 - Scope**

This business practice applies to non-union HRM employees and internal non-union positions.

### **4 - Policy Directives**

## **Situations that may warrant an appointment**

- 1) When a business unit is restructuring;
- 2) When the CAO requires a specific skill set to complement his/her vision and future succession needs of the organization;
- 3) When a position has been posted temporarily, or as a developmental opportunity, and the employee has successfully competed for the opportunity. In these situations it is recommended the following (or similar) wording be on the job posting/Expression of Interest (EOI):

“This is a term/developmental position, however, it may become permanent through the business planning process. Once permanency is determined, the incumbent may have their status changed from temporary to permanent without going through a second competition, provided that performance expectations are being met.”;

- 4) When a unique skill set is required and the pool of potential candidates is limited.

## **5 - Roles and Responsibilities**

### **Director’s Role**

- 1) To discuss intent to appoint with HR Business Partner.
- 2) To prepare a written justification pertaining to the reasons for the appointment and submit to the CAO with a copy to the Director of Human Resources.
- 3) To receive written approval from the CAO prior to making any appointments.
- 4) To consider Employment Equity when making decisions pertaining to appointments. At all times consideration must be given to developing and maintaining a workforce that is representative of the communities we serve.
- 5) To ensure the essential qualifications of the position are met.
- 6) To ensure offers of appointment are in writing and clearly set out all of the conditions of the appointment and take effect only after all conditions of the appointment are satisfied.

### **Human Resources Role**

- 1) To provide advice with respect to the appointment process and the content of the written justification.
- 2) To provide an organizational perspective with respect to the implications of making appointments.
- 3) To advise the Director and CAO of any adverse organizational impacts.

## **Executive Management's Role**

- 1) To consult with the Director of Human Resources to discuss organizational implications of the requested appointment.
- 2) To provide approval to the business unit Director with a copy to the Director of Human Resources.

## **6 – Contact**

HR Business Partners