

# Appointments Policy

Original Implementation Date:	May 10, 2007	Approved by:	Richard Butts, CAO
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## 1 – Policy Name

Appointments Policy

## 2 – Purpose

Halifax Regional Municipality (“the Municipality”) is committed to a fair hiring process where most positions are filled through a job competition process. There are times where flexibility in making a hiring decision without a job competition is appropriate. The purpose of this policy is to detail the appropriate rationale and process to request an appointment. At all times, leaders 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

The objectives of this Policy are:

- To ensure that situations that are eligible for an appointment and the process to request appointment are clearly defined.
- To ensure accountability for appointment decisions.

## 4 – Scope

This Policy applies to appointments into permanent non-union positions.

## 5 – Definitions

In the context of this document:

**Appointment** means the placement of an employee into a permanent non-union position without a job competition.

**Change of Status** is a form of appointment where an employee’s status in a non-union position is changed from temporary or term to permanent without a job competition.

**Hiring Manager** means the person responsible for making the appointment recommendation. This is generally the direct supervisor of the position for which the request to appoint is made.

**Lateral Move** is a form of appointment where an employee moves from one position to another position within the same Business Unit at the same pay level as their home position without a job competition.

**Organizational Change Approval (OCA)** means the document used to request and process all changes related to positions within the organization.

## 6 – Roles and Responsibilities

### Chief Administrative Officer (CAO)

The CAO is responsible for:

- Setting the appointment policy and holding business unit leaders accountable to the policy.
- Making the final decision on requests for appointment made under this Policy, except for appointments related to Change of Status and Lateral Moves.

### Executive Directors

Executive Directors are responsible for:

- Making the final decision on requests for Change of Status and Lateral Moves made under this policy.
- Discussing intent to appoint and rationale with the HR Business Partner.
- Preparing a written justification pertaining to the reasons for the appointment and submitting to the CAO with a copy to the Executive Director of Human Resources.
- Ensuring the OCA process is complete and approved before proceeding with an appointment request.
- Receiving written approval from the CAO prior to making any appointments where required under this Policy.
- Ensuring that all candidates being considered for an appointment demonstrate the values of the organization.
- To ensure the essential qualifications of the position are met.
- To ensure offers of appointment are in writing and clearly outline the conditions of the appointment and take effect after conditions of the appointment are satisfied.

### Human Resources

Human Resources is responsible for:

- Guiding the Hiring Manager through the hiring process as it relates to requesting an appointment to a permanent position.
- Overseeing the tracking and centralized retention of documentation to support appointment decisions.
- Monitoring the Appointment process and advising the CAO of any Appointments completed without following the requirements outlined in this Policy

## 7 – Policy Regulations

1. Situations where an Appointment can be considered are:

**Change of Status-** In situations where a temporary or term non-union position becomes permanent, a Business Unit Executive Director can approve the change of an incumbent employee's status in the position to permanent, provided the employee successfully competed for the term position and has successfully performed in the position for a period of six months or more.

A written business case approved by the Business Unit Executive Director citing the job competition the incumbent competed in and affirming the employee has had successful performance in the position and demonstrates the values of the organization is required.

**Lateral Move-** A Business Unit Executive Director can approve the appointment of a non-union employee to another non-union position within the Business Unit at their same pay level without job competition provided the employee meets the minimum qualifications of the position.

A written business case approved by the Business Unit Executive Director outlining the rationale for the lateral move and affirming the employee meets the minimum qualifications of the position and demonstrates the values of the organization is required.

**Organizational Restructuring-** In situations where there is an organizational restructuring that will result in the elimination of a non-union employee's home position, the CAO can approve the appointment of the employee into a suitable non-union position within the organization to avoid the lay-off of the employee, provided the employee meets the minimum qualifications of the position.

An OCA approving the restructuring and a written business case approved by the CAO affirming the employee meets the minimum qualifications of the position and demonstrates the values of the organization is required.

**Unique Circumstances-** It is recognized that unique situations may arise whereby there is a need for the CAO to make the decision to appoint an individual to a non-union position without competition. Examples of situations include, but are not limited to:

- a. When the CAO requires a specific skill set to complement their vision and future succession needs of the organization;
- b. When a unique skill set is required for a specific position and there is a uniquely qualified internal candidate for the position.

A written business case approved by the CAO outlining the unique circumstances, the rationale for the appointment instead of a job competition, and affirming the employee meets the minimum qualifications of the position and demonstrates the values of the organization is required.

2. A competition file must be maintained on all Appointments including:
  - i. Confirmation that the candidate meets the required qualifications (candidate resume, job description/posting)
  - ii. Written justification for appointment signed by appropriate party (ED or CAO)
  - iii. Approved OCA, where required.

## **8 – Repeal**

N/A

## **9 – Effective Date**

April 1, 2025

## **10 – Related Policies and Practices**

- Code of Conduct for Municipal Employees
- Diversity and Inclusion Framework
- Employment Equity Policy
- Halifax Regional Municipality Privacy Policy

### **External Legislation**

- *Nova Scotia Human Rights Act*

## **11 – Policy Review**

Review every 2 years.

## **12 – Contact**

Human Resources Business Partners

## **13 – Attachments**

N/A