



Section: HUMAN RESOURCES

Sub-Section: HIRING AT THE CITY

Procedure #: HR-HC-001-006

Parent Policy #: HR-HC-001

Subject: EDUCATION EQUIVALENCY

Effective Date: MARCH 1, 2016

Revision Date: SEPTEMBER 1, 2019

PROCEDURE

PURPOSE STATEMENT

The City recognizes that the knowledge, skills, and abilities required to successfully perform the major responsibilities of many, though not all, positions can be acquired through education and/or experience. While it is necessary to define minimum qualifications for both job evaluation and recruitment purposes, the City supports recognizing additional experience in place of formal post-secondary education, for approved positions, in order to recruit and select the candidate most likely to succeed in any given position.

The purpose of this procedure is to outline the process and parameters related to recognizing equivalency of experience to education for positions at the City of Barrie, in a fair and consistent manner.

SCOPE

- a. The procedure applies to all candidates, both internal and external, applying for positions that are approved for use under this procedure. Note that any positions that have mandatory credentials as per legislation or a governing body are not eligible for equivalency of those credentials. For example, the position of Water Distribution Operator Class II requires a Water Distribution Operator Class II or Water Distribution and Supply Operator Class II Certificate in good standing with the Ministry of the Environment, Conservation and Parks.
- b. Employees covered by a collective agreement are subject to the terms and conditions of their respective collective agreements.

PROCEDURE

1. Prior to the job description being finalized, the Compensation Section of Human Resources will refer to the Equivalency Table (see below) and assign the applicable equivalency code based on the educational requirement for the position. Should departmental management disagree with the assigned equivalency code, a request for review with supporting rationale should be submitted to the Director of Human Resources for final determination.
2. Any equivalency determination must be based on a bona fide case that the needed skill, knowledge, and/or ability can be attained through experience. When defining equivalency for positions that are used by more than one department, branch, and/or section, all affected areas must be consulted.
3. Work experience can be obtained working on a full-time or part-time basis, through volunteer work or through co-operative education credits. One full year of experience would be considered 1820 hours for 35-hour workweek positions and 2080 for 40-hour workweek positions. Job shadowing is not considered as work experience under this procedure.
4. The work experience must be recent and directly related to the experience required in the job description in order to be considered for equivalency. For example, if the position requires a Bachelor's Degree in Finance, the work experience must be related to the experience required for the position, such as research and analysis of financial data, performing financial projections, etc. Closely related experience may be considered depending on the complexity of the position duties.



PROCEDURE

5. Employees who are currently in a position that requires a secondary school diploma as a minimum qualification but have not attained this credential will continue to be grandfathered from having to attain this credential should they apply for another position that requires a secondary school diploma within the same department only. This also includes returning casual employees who have worked the previous season.
6. When the job posting is created, the equivalency code will be noted for any positions where an equivalency has been established.
7. Employees/applicants are encouraged to request consideration of education equivalency at the time of the application process by completing and submitting a Request for Education Equivalency Form. In the event that a candidate does not submit the form, at the discretion of the hiring manager, and in consultation with the Recruitment Team Lead, a candidate's education and experience may be reviewed and considered for equivalency.
8. Employees requesting consideration for utilizing college level educational credits for positions requiring a university level education and vice versa will be reviewed on a case-by-case basis.
9. The hiring manager, in conjunction with the Recruitment Team Lead in Human Resources, will determine whether the education and/or experience is eligible for consideration under this procedure. Should consensus not be achieved between the two parties, the Director of Human Resources will review the documentation and make a final determination.
10. Candidates who apply for posted positions will be assessed according to the minimum credentials required, but taking into account equivalent education and experience, as defined by the pre-determined equivalency code. An employee deemed to have the equivalent education and/or experience may be offered an opportunity to compete for the vacancy. The equivalency is not to be considered a guarantee on being selected for the position.
11. Should an employee's education and experience not be deemed equivalent based on the above procedure and the employee is still under consideration for a position, the employee will be subject to the process under the Development Status Procedure.
12. Decisions on equivalency will not be the subject of a grievance under any Collective Agreement.
13. Exceptions associated with education equivalency will be subject to the approval of the applicable Executive Management Team (EMT) member, in consultation with the Director of Human Resources.

RESPONSIBILITIES

Employee/Applicant

It is the responsibility of the Employee/Applicant to:

- a. Understand and comply with the procedure associated with Education Equivalency; and
- b. Submit the required Request for Education Equivalency Form, providing details of work experience and confirmation of education, including copies of certificates, degrees, diplomas and transcripts as requested by Human Resources.



PROCEDURE

Department Management

It is the responsibility of management to:

- a. Understand and comply with the procedure associated with Education Equivalency;
- b. Assist Human Resources in determining whether an equivalency exists based on an objective assessment of the education, experience and knowledge, skills and abilities required of the position and the means by which an individual might attain these through experience;
- c. Collaborate with affected areas for positions that are used in more than one department, branch and/or section when defining equivalencies; and
- d. Assist Human Resources in determining whether the candidate's education and experience is eligible for consideration under this procedure.

Human Resources Department

It is the responsibility of the Human Resources staff to:

- a. Provide guidance and advice for the procedure associated with Education Equivalency;
- b. Manage and maintain the Equivalency Table for use with approved positions;
- c. Provide approvals associated with this procedure;
- d. Ensure that equivalencies are defined prior to any recruitment, in order to ensure the recruitment and selection is fair and consistent for all positions and candidates; and
- e. Collaborate with affected areas for positions that are used in more than one department, branch and/or section when defining equivalencies.

REFERENCES AND RELATED DOCUMENTS

- a. Hiring at the City Policy
- b. Recruitment and Selection Procedure
- c. Development Status Procedure
- d. Request for Education Equivalency Form

DEFINITIONS

Bona fide: made or done in an honest and sincere way.

Closely Related Work Experience: the work experience that the employee has obtained is somewhat similar to the duties and experience that are required for the position but not an exact match.

Directly Related Work Experience: the work experience that the employee has obtained are the exact duties and experience that are required for the position.

Equivalency: the state of being equivalent or interchangeable.

Grandfathered: A provision in which an old rule continues to apply to some existing situations while a new rule will apply to all future cases.



PROCEDURE

Equivalency Table

Code	Qualification	Criteria For Equivalency
N/A	As per the job description	This position does not have an equivalency. Minimum education and experience must be achieved.
A	Secondary School Diploma	General Education Development Certificate ONLY. Work experience will not be taken into consideration as equivalent for this qualification.
B	College Certificate (1 Year) + 1 years of work experience	0 year college education + 3 years of work experience
	College Certificate (1 Year) + 2 years of work experience	0 year college education + 4 years of work experience
	College Certificate (1 Year) + 3 years of work experience	0 year college education + 5 years of work experience
	College Certificate (1 Year) + 4 years of work experience	0 year college education + 6 years of work experience
	College Certificate (1 Year) + 5 years of work experience	0 year college education + 7 years of work experience
C	College Diploma (2 Year) + 1 years of work experience	1 year college education + 3 years of work experience 0 year college education + 5 years of work experience
	College Diploma (2 Year) + 2 years of work experience	1 year college education + 4 years of work experience 0 year college education + 6 years of work experience
	College Diploma (2 Year) + 3 years of work experience	1 year college education + 5 years of work experience 0 year college education + 7 years of work experience
	College Diploma (2 Year) + 4 years of work experience	1 year college education + 6 years of work experience 0 year college education + 8 years of work experience
	College Diploma (2 Year) + 5 years of work experience	1 year college education + 7 years of work experience 0 year college education + 9 years of work experience
D	College Diploma (3 Year) + 1 years of work experience	2 year college education + 3 years of work experience 1 year college education + 5 years of work experience 0 year college education + 7 years of work experience
	College Diploma (3 Year) + 2 years of work experience	2 year college education + 4 years of work experience 1 year college education + 6 years of work experience 0 year college education + 8 years of work experience
	College Diploma (3 Year) + 3 years of work experience	2 year college education + 5 years of work experience 1 year college education + 7 years of work experience 0 year college education + 9 years of work experience
	College Diploma (3 Year) + 4 years of work experience	2 year college education + 6 years of work experience 1 year college education + 8 years of work experience 0 year college education + 10 years of work experience
	College Diploma (3 Year) + 5 years of work experience	2 year college education + 7 years of work experience 1 year college education + 9 years of work experience 0 year college education + 11 years of work experience



PROCEDURE

Code	Qualification	Criteria For Equivalency
E	University Degree (3 Year) + 2 years of work experience	2 year university education + 4 years of work experience 1 year university education + 6 years of work experience 0 year university education + 8 years of work experience
	University Degree (3 Year) + 3 years of work experience	2 year university education + 5 years of work experience 1 year university education + 7 years of work experience 0 year university education + 9 years of work experience
	University Degree (3 Year) + 4 years of work experience	2 year university education + 6 years of work experience 1 year university education + 8 years of work experience 0 year university education + 10 years of work experience
	University Degree (3 Year) + 5 years of work experience	2 year university education + 7 years of work experience 1 year university education + 9 years of work experience 0 year university education + 11 years of work experience
	University Degree (3 Year) + 10 years of work experience	2 year university education + 12 years of work experience 1 year university education + 14 years of work experience 0 year university education + 15 years of work experience
F	University Degree (4 Year) + 2 years of work experience	3 year university education + 4 years of work experience 2 year university education + 6 years of work experience 1 year university education + 8 years of work experience 0 year university education + 10 years of work experience
	University Degree (4 Year) + 3 years of work experience	3 year university education + 5 years of work experience 2 year university education + 7 years of work experience 1 year university education + 9 years of work experience 0 year university education + 11 years of work experience
	University Degree (4 Year) + 4 years of work experience	3 year university education + 6 years of work experience 2 year university education + 8 years of work experience 1 year university education + 10 years of work experience 0 year university education + 12 years of work experience
	University Degree (4 Year) + 5 years of experience	3 year university education + 7 years of work experience 2 year university education + 9 years of work experience 1 year university education + 11 years of work experience 0 year university education + 13 years of work experience
	University Degree (4 Year) + 10 years of experience	3 year university education + 12 years of work experience 2 year university education + 14 years of work experience 1 year university education + 15 years of work experience 0 year university education + 15 years of work experience
G	Graduate Degree	Please consult with Human Resources for equivalencies in this area.

* The ratio for the equivalency table above takes into account two (2) years of directly related working experience as being considered to be the equivalent of one (1) year of formal college education or university education as applicable to a maximum of fifteen (15) years of work experience.