

## PROCEDURE

### PURPOSE STATEMENT

The City recognizes that the knowledge, skills and abilities required to successfully perform the duties and responsibilities of many, though not all, positions can be acquired through education and/or experience. While it is necessary to define minimum job requirements 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 license in good standing with the Ministry of the Environment and Climate Change.
- b. Employees covered by a collective agreement are subject to the terms and conditions of their respective collective agreements.

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1. Prior to the job description being finalized, the Compensation Section of Human Resources will refer to the Equivalency Table 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 Resource or designate 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 work week positions and 2080 for 40 hour work week 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

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analysis of financial data, performing financial projections, etc. Closely related experience may be considered depending on the complexity of the position duties.

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.
6. When the job posting is created, wording will be added indicating, "*or approved equivalent combination of demonstrated education and experience*" for any positions where an equivalency has been established.
7. 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.
8. Employees must request consideration of education equivalency at the time of the application process by completing and submitting a Request for Education Equivalency Form. Employees who do not submit the form with their resume when applying for a position will not be considered for education equivalency.
9. The Hiring Manager, in conjunction with the Recruitment Section 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 or designate 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. The Chief Administrative Officer (CAO) is authorized to review and approve any deviation or exception to this procedure.

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### RESPONSIBILITIES

#### Employee

It is the responsibility of the Employee to:

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

#### Human Resources Department

It is the responsibility of the Human Resources staff to:

- a. Ensure the procedure is applied fairly and consistently;
- b. Manage and maintain the Equivalency Table for use with approved positions;
- c. Provide guidance, advice and 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;
- e. Collaborate with affected areas for positions that are used in more than one department, branch and/or section when defining equivalencies;

#### Management

It is the responsibility of management to:

- a. 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;
- b. Collaborate with affected areas for positions that are used in more than one department, branch and/or section when defining equivalencies;
- c. Assist Human Resources in determining whether the candidate's education and experience is eligible for consideration under this procedure.

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### EQUIVALENCY TABLE

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

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<b>E</b>	University Degree (3 Year) + 2 year's of work experience	2 years university education + 5 year's work experience 1 year university education + 8 year's work experience 0 year university education + 11 year's work experience
	University Degree (3 Year) + 3 year's of work experience	2 years university education + 6 year's work experience 1 year university education + 9 year's work experience 0 year university education + 12 year's work experience
	University Degree (3 Year) + 4 year's of work experience	2 years university education + 7 year's work experience 1 year university education + 10 year's work experience 0 year university education + 13 year's work experience
	University Degree (3 Year) + 5 year's of work experience	2 years university education + 8 year's work experience 1 year university education + 11 year's work experience 0 year university education + 14 year's work experience
	University Degree (3 Year) + 10 year's of work experience	2 years university education + 13 year's work experience 1 year university education + 16 year's work experience 0 year university education + 19 year's work experience
<b>F</b>	Honours University Degree (4 Year) + 2 year's work experience	3 years university education + 5 year's work experience 2 years university education + 8 year's work experience 1 year university education + 11 year's work experience 0 year university education + 14 year's work experience
	Honours University Degree (4 Year) + 3 year's of work experience	3 years university education + 6 year's work experience 2 years university education + 9 year's work experience 1 year university education + 12 year's work experience 0 year university education + 15 year's work experience
	Honours University Degree (4 Year) + 4 year's of work experience	3 years university education + 7 year's work experience 2 years university education + 10 year's work experience 1 year university education + 13 year's work experience 0 year university education + 16 year's work experience
	Honours University Degree (4 Year) + 5 year's of experience	3 years university education + 8 year's work experience 2 years university education + 11 year's work experience 1 year university education + 14 year's work experience 0 year university education + 17 year's work experience
	Honours University Degree (4 Year) + 10 year's of experience	3 years university education + 13 year's work experience 2 years university education + 16 year's work experience 1 year university education + 19 year's work experience 0 year university education + 22 year's work experience
<b>G</b>	Masters University 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's formal college education and three (3) year's of directly related working experience as being considered to be the equivalent of one (1) year's formal university education.

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### REFERENCES AND RELATED DOCUMENTS

- a. Recruitment Policy
- b. General Recruitment 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.

**Equivalency:** the state of being equivalent or interchangeable.

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

**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.

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**LOG OF CHANGES**

*(This document should include any and all changes to the procedure and be kept separately from the procedure itself for document management purposes).*

DATE	SPECIFIC CHANGE	EDITOR'S NAME	REASON FOR CHANGE