



## Development Status Policy

<b>Policy Number:</b>	HR-HC-005
<b>Department:</b>	Human Resources
<b>Section:</b>	Hiring at the City
<b>Subject:</b>	Development Status
<b>Effective Date:</b>	March 1, 2016
<b>Revision Date:</b>	January 1, 2024

### PURPOSE STATEMENT

Due to certain market conditions, there may be circumstances where qualified candidates are not available to fill vacant positions. The City encourages the development of existing employees and in these cases may consider candidates who do not meet the minimum qualifications of a position.

### SCOPE

1. This policy applies to candidates, both internal and external, who do not meet the minimum qualifications of a posted position and need either a reasonable amount of time to gain experience and/or a reasonable amount of training or education before they are able to perform all the major responsibilities of the position.
2. Employees covered by a collective agreement are subject to the terms and conditions of their respective collective agreements.

### PROCEDURE

The purpose of this policy is to outline the terms, conditions, and criteria for hiring candidates who do not meet the minimum qualifications of a posted position and require additional education, training, and/or experience to perform all of the major responsibilities of the position.

1. If it is determined that there are no fully qualified applicants/candidates during the normal course of recruitment for a vacant/new position, the hiring manager may decide in collaboration with the Talent Acquisition Team Lead, to fill the position in a Development Status capacity. Should employment assessments be conducted with both qualified and under qualified candidates, fully qualified candidates will be given first consideration.
2. To be considered in a Development Status capacity, a candidate must be able to meet all of the minimum qualifications of the position including education, training, and experience within a pre-determined and reasonable period of time. At the time of employment offer, the preferred candidate will be notified if they are being considered for the employment opportunity in a Development Status capacity.



3. Approvals to select a candidate who would be deemed to be in a Development Status capacity will be done in accordance with the Hiring at the City Policy. The employment offer will confirm the expectation that the candidate must obtain all outstanding credentials as a condition of employment.
4. The immediate supervisor shall determine the defined goals and timelines for the employee through a Development Plan in order to meet the minimum qualifications for the position. Costs associated with obtaining the minimum qualifications of the position will be in accordance with the Tuition Reimbursement Policy and Professional Designation and Association Memberships Procedure.
5. If the employee does not fulfill the requirements as set out in the Development Plan within the required timelines, the immediate supervisor shall notify Human Resources and the applicable Department Head to discuss next steps, including but not limited to red-circling, job re-evaluation, termination, demotion, or other suitable employment.
6. Exceptions associated with Development Status 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/Candidate**

It is the responsibility of the employee/applicant/candidate to:

- a. Understand and comply with the policy associated with Development Status; and
- b. Meet all conditions of employment as agreed to within the applicable timelines.

### **Department Management**

It is the responsibility of the department management to:

- a. Understand and comply with the policy associated with Development Status;
- b. Work with the employee upon hire to develop a Development Plan for them to meet the conditions of employment;
- c. Notify Human Resources when the conditions of employment have been achieved or if the employee has not achieved them within the required timelines;
- d. Consult with Human Resources on the creation of the Development Plan, as required; and
- e. Provide approvals under the policy, where applicable.

### **Human Resources**

It is the responsibility of Human Resources to:



- a. Provide guidance and advice for the policy associated with Development Status;
- b. Provide approvals under the policy, where applicable;
- c. Outline all conditions of employment at the time of employment offer; and
- d. Assess the removal of Development Status in conjunction with the immediate supervisor.

## **REFERENCES AND RELATED DOCUMENTS**

- 1. Education Equivalency Policy
- 2. Hiring at the City Policy
- 3. Tuition Reimbursement Policy
- 4. Professional Designations and Association Memberships Procedure
- 5. BPFPA Collective Agreement
- 6. CUPE Local 2380 Collective Agreement
- 7. Development Plan Template