



# Education Equivalency Policy

<b>Policy Number:</b>	HR-HC-006
<b>Department:</b>	Human Resources
<b>Section:</b>	Hiring at the City
<b>Subject:</b>	Education Equivalency
<b>Effective Date:</b>	March 1, 2016
<b>Revision Date:</b>	January 1, 2024

## 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, to recruit and select the candidate most likely to succeed in any given position.

## SCOPE

1. This policy applies to all applicants/candidates, both internal and external, applying for positions that are approved for use under this policy. 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, and there is no equivalency for either credential.
2. Employees covered by a collective agreement are subject to the terms and conditions of their respective collective agreements.

## DEFINITIONS

**Bona Fide** – Made or done in an honest and sincere way.

**Closely Related Work Experience** – Work experience that the applicant/candidate has obtained is somewhat similar to the major responsibilities and experience that are required for the position but not an exact match.

**Directly Related Work Experience** – Work experience that the applicant/candidate has obtained is an exact match to the major responsibilities and experience that are required for the position.



**Equivalency** – The state of being equivalent or interchangeable.

**Grandparented** – 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**

The purpose of this policy 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.

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 policy.
4. Work experience must be recent and directly related to the experience required in the job description 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 major responsibilities of the position.
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 grandparented 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. Should an applicant/employee identify that they do not meet any of the minimum education qualifications required for the position but believe that they have closely or directly related work experience that may qualify for equivalency under this policy, through the application process, they will be prompted to provide additional and detailed information regarding their work experience, including timelines.



8. Applicants/candidates requesting consideration to utilize college level education courses/credits for positions requiring a university level education and vice versa will be reviewed on a case-by-case basis by the hiring manager and in consultation with the Talent Acquisition Team Lead.
9. The hiring manager, in conjunction with the Talent Acquisition Team Lead, will determine whether the education and/or experience is eligible for consideration under this policy. Should consensus not be achieved between the two parties, the Director of Human Resources will review the documentation and make a final determination.
10. Applicants who apply for posted positions will be assessed according to the minimum qualifications required for the position, but taking into account equivalent education and experience, as defined by the pre-determined equivalency code. An applicant 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 a candidate's education and experience not be deemed equivalent based on the above procedure and the candidate is still under consideration for a position, the candidate will be subject to the process under the Development Status Policy.
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.

### Education Equivalency Table

Code	Minimum Qualifications	Criteria For Equivalency
<b>N/A</b>	As per the job description	This position does not have an equivalency. Minimum education and experience required.
<b>A</b>	Secondary School Diploma	Work experience will not be taken into consideration as equivalent for this qualification.
<b>B</b>	1 Year College Certificate + 1 year of work experience	0 years of college education + 3 years of work experience
	1 Year College Certificate + 2 years of work experience	0 years of college education + 4 years of work experience
	1 Year College Certificate + 3 years of work experience	0 years of college education + 5 years of work experience
	1 Year College Certificate + 4 years of work experience	0 years of college education + 6 years of work experience



Code	Minimum Qualifications	Criteria For Equivalency	
	1 Year College Certificate + 5 years of work experience	0 years of college education + 7 years of work experience	
C	2 Year College Diploma + 1 year of work experience	1 year of college education + 3 years of work experience	
		0 years of college education + 5 years of work experience	
	2 Year College Diploma + 2 years of work experience	1 year of college education + 4 years of work experience	
		0 years of college education + 6 years of work experience	
	2 Year College Diploma + 3 years of work experience	1 year of college education + 5 years of work experience	
		0 years of college education + 7 years of work experience	
	2 Year College Diploma + 4 years of work experience	1 year of college education + 6 years of work experience	
		0 years of college education + 8 years of work experience	
	2 Year College Diploma + 5 years of work experience	1 year of college education + 7 years of work experience	
		0 years of college education + 9 years of work experience	
	D	3 Year College Diploma + 1 year of work experience	2 years of college education + 3 years of work experience
			1 year of college education + 5 years of work experience
0 years of college education + 7 years of work experience			
3 Year College Diploma + 2 years of work experience		2 years of college education + 4 years of work experience	
		1 year of college education + 6 years of work experience	
		0 years of college education + 8 years of work experience	



Code	Minimum Qualifications	Criteria For Equivalency
	3 Year College Diploma + 3 years of work experience	2 years of college education + 5 years of work experience
		1 year of college education + 7 years of work experience
		0 years of college education + 9 years of work experience
	3 Year College Diploma + 4 years of work experience	2 years of college education + 6 years of work experience
		1 year of college education + 8 years of work experience
		0 years of college education + 10 years of work experience
	3 Year College Diploma + 5 years of work experience	2 years of college education + 7 years of work experience
		1 year of college education + 9 years of work experience
		0 years of college education + 11 years of work experience
E	3 Year University Degree + 2 years of work experience	2 years of university education + 4 years of work experience
		1 year of university education + 6 years of work experience
		0 years of university education + 8 years of work experience
	3 Year University Degree + 3 years of work experience	2 years of university education + 5 years of work experience
		1 year of university education + 7 years of work experience
		0 years of university education + 9 years of work experience
	3 Year University Degree + 4 years of work experience	2 years of university education + 6 years of work experience
		1 year of university education + 8 years of work experience



Code	Minimum Qualifications	Criteria For Equivalency
		0 years of university education + 10 years of work experience
	3 Year University Degree + 5 years of work experience	2 years of university education + 7 years of work experience
		1 year of university education + 9 years of work experience
		0 years of university education + 11 years of work experience
	3 Year University Degree + 10 years of work experience	2 years of university education + 12 years of work experience
		1 year of university education + 14 years of work experience
		0 years of university education + 15 years of work experience
F	4 Year University Degree + 2 years of work experience	3 years of university education + 4 years of work experience
		2 years of university education + 6 years of work experience
		1 year of university education + 8 years of work experience
		0 years of university education + 10 years of work experience
	4 Year University Degree + 3 years of work experience	3 years of university education + 5 years of work experience
		2 years of university education + 7 years of work experience
		1 year of university education + 9 years of work experience
		0 years of university education + 11 years of work experience
	4 Year University Degree + 4 years of work experience	3 years of university education + 6 years of work experience
		2 years of university education + 8 years of work experience



Code	Minimum Qualifications	Criteria For Equivalency	
		1 year of university education + 10 years of work experience	
		0 years of university education + 12 years of work experience	
	4 Year University Degree + 5 years of work experience	3 years of university education + 7 years of work experience	
		2 years of university education + 9 years of work experience	
		1 year of university education + 11 years of work experience	
		0 years of university education + 13 years of work experience	
	4 Year University Degree + 10 years of work experience	3 years of university education + 12 years of work experience	
		2 years of university education + 14 years of work experience	
		1 year of university education + 15 years of work experience	
		0 years of university education + 15 years of work experience	
	<b>G</b>	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 work 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.



## **RESPONSIBILITIES**

### **Applicant/Candidate**

It is the responsibility of the applicant/candidate to:

- a. Understand and comply with the policy associated with Education Equivalency; and
- b. Provide additional and detailed information regarding work experience, including timelines and confirmation of education, including copies of certificates, degrees, diplomas, and transcripts as requested by Human Resources.

### **Department Management**

It is the responsibility of department management to:

- a. Understand and comply with the policy 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 policy.

### **Human Resources**

It is the responsibility of Human Resources to:

- a. Provide guidance and advice for the policy associated with Education Equivalency;
- b. Manage and maintain the Education Equivalency Table for use with approved positions;
- c. Provide approvals associated with this policy;
- d. Ensure that equivalencies are defined prior to any recruitment to ensure the recruitment and selection is fair and consistent for all positions and applicants/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**

1. Hiring at the City Policy
2. Development Status Policy
3. BPPFA Collective Agreement
4. CUPE Local 2380 Collective Agreement