



Section: HUMAN RESOURCES

Sub-Section: HIRING AT THE CITY

Procedure #: HR-HC-001-005

Parent Policy #: HR-HC-001

Subject: DEVELOPMENT STATUS

Effective Date: MARCH 1, 2016

Revision Date: SEPTEMBER 1, 2019

PROCEDURE

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.

This procedure outlines 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 responsibilities of the job.

SCOPE

- a. The procedure 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 responsibilities of the position.
- b. Employees covered by a collective agreement are subject to the terms and conditions of their respective collective agreements.

PROCEDURE

1. If it is determined that there are no fully qualified candidates during the normal course of recruitment for a vacant/new position, the hiring manager may decide in collaboration with the Recruitment Team Lead, to fill the position in a "Development Status" capacity. Should interviews 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, an applicant must be able to meet all minimum qualifications of the position including education, training and experience within a pre-determined and reasonable period of time. At the time of job offer, the preferred candidate being considered for a position in a Development Status capacity will be notified of the nature of their candidacy.
3. Approvals to select a candidate in a Development Status capacity will be in accordance with the Recruitment and Selection Procedure. The offer of employment 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 Procedure and Professional Designation and Association Memberships Procedure.
5. Once the employee has achieved all of the minimum qualifications for the position, the immediate supervisor will submit an Employee Change Form and supporting documentation, if applicable, to the Recruitment Team in Human Resources. The Recruitment Team Lead will review and assess the credentials of the employee in relation to the position's minimum qualifications and provided the employee meets the minimum qualifications for the position, the



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employee will be removed from Development Status. The Recruitment Team Lead will work in consultation with the immediate supervisor to provide notification to the employee in writing.

6. 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.
7. 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

It is the responsibility of the Employee/Applicant to:

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

Human Resources Department

It is the responsibility of the Human Resources staff to:

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

Department Management

It is the responsibility of management to:

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



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REFERENCES AND RELATED DOCUMENTS

- a. Hiring at the City Policy
- b. Education Equivalency Procedure
- c. Recruitment and Selection Procedure
- d. Tuition Reimbursement Procedure
- e. Professional Designations and Association Memberships Procedure
- f. BPPFA Collective Agreement
- g. CUPE Local 2380 Collective Agreement
- h. Development Plan Template