### Request to Post and Fill a Vacancy Policy

**POLICY STATEMENT**
The City of Hamilton (“the City”) is committed to providing career growth opportunities for our employees and whenever possible promoting from within. Posting opportunities for our employees to apply to positions that they are qualified for supports this commitment.

**PURPOSE**
The purpose of this Policy is to establish the process and conditions followed by the City in the posting and filling of vacancies. This Policy provides equal opportunity for employment according to the provisions outlined in the City’s Recruitment & Selection Policy.

**SCOPE**
This Policy applies to all permanent and temporary employees including both full-time and part-time.

For an acting assignment or secondment opportunity, see the *Temporary Deployment - Acting Assignments & Secondments (Non-Union)* Policy.

For unionized staff, the applicable collective agreement takes precedence.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Internal Candidate</td>
<td>Applicants who are current employees of the City of Hamilton at the time of the posting closing date. This includes employees who may be on an approved leave of absence. It excludes the Hamilton Public Library, agencies, boards, and commissions, and excludes co-op students, summer students, and individuals who have various ‘intern’ or mentoring placements.</td>
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<tr>
<td>External Candidate</td>
<td>Applicants who are not current employees of the City of Hamilton. This includes candidates who may be contracted as consultants, employed through a special program (e.g. Foreign Trained Professionals Programme), co-op students/interns, summer students, placed through an external temporary employment agency, employed by Hamilton Public Library, Hamilton Police Services and/or any other boards and agencies receiving funding/sponsorship from the City.</td>
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<tr>
<td>Vacancy</td>
<td>Refers to a vacant existing position whether permanent or temporary.</td>
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**TERMS & CONDITIONS**

1. Departments who want to fill a Vacancy must fill out the “Hiring Requisition Form” and provide to their General Manager or
designate for approval. The completed form is then submitted to Employment Services, Human Resources.

2. Management in consultation with Human Resources will determine whether a Vacancy is likely to be filled internally or externally and will either:
   - Post internally where it is likely the Vacancy will be filled by an Internal Candidate, or
   - Post internally and externally if it is believed that there will not be a large enough pool of Internal Candidates.

3. All permanent vacancies are posted; and all temporary vacancies with a duration of six months or longer are posted.

   *An exception may be made to #3 above if an Internal Candidate for a management non-union position has been identified through a formalized management development program including the annual succession planning process.

   Where a candidate applied for, competed and was successful to a temporary position, should the position become permanent, the hiring manager has the option to re-post or confirm the temporary candidate permanent. A performance appraisal must support this decision.

4. External Candidates, including employee referrals, are not permitted to apply to an internal posting

5. Job postings will be listed on the City’s Human Resources intranet webpage and on employee bulletin boards in designated locations. Positions will be posted internally for a minimum of seven calendar days. In some cases, a position may be posted externally, simultaneously, (particularly when similar positions have recently been filled through recruitment process or have qualification requirements that make the external process necessary).

6. In all instances, the City reserves the right to waive the minimum posting period or requirement to post a Vacancy based on the approval of the Executive Director of Human Resources.

7. Employees who choose to apply for an internal posting will be directed to submit an on-line résumé and/or “Application for Internal Posting Form” to Human Resources.
8. The selection process is a competitive process and only employees who meet the position requirements and qualifications will progress through the selection process. Posting closing deadlines will not be extended to allow for late applications. An exception to this may be approved based on difficult to fill position requirements, at the discretion of the Executive Director of Human Resources.

9. Appointments without a posting can be made if previous competitions for the same position occurred within 6 months of the closing date of the current competition. In such cases, the Hiring Manager can appoint a candidate from the previous competition, provided reference checks are satisfactory. Otherwise, the position must be re-posted.

RESPONSIBILITIES

Department
- Complete “Hiring Requisition Form”;
- Obtain approval from department General Manager or designate to fill Vacancy;
- Submit approved Form to Human Resources, Employment Services;
- Make decision, in consultation with Human Resources whether internal posting or simultaneous external posting is needed.
- Update existing job description prior to submitting to HR Employment Services;
- Consult HR Employment Services for support, where needed.

Human Resources
- Post Vacancy on intranet, bulletin boards and/or external website;
- Provide guidance to departments related to position requirements and Recruitment & Selection Policy;
- Act as liaison with department and ad agency to place external advertisement, as required.

Candidate
- Review the Posting requirements to ensure qualified prior to submitting application;
- Ensure completion of probationary period in current position and be in good performance standing as per the Recruitment & Selection Policy.
- Demonstrate required competencies during recruitment process.
| COMPLIANCE | Failure to comply with this Policy and any associated procedures may result in appropriate disciplinary measures up to and including termination of employment. |
| RELATED | The following related documents are referenced in this Policy: 1. Recruitment & Selection Policy 2. Temporary Deployment: Acting Appointment & Secondment Policy 3. Hiring Requisition Form |
| HISTORY | This Policy was drafted by Human Resources and reviewed by the Corporate Policy Review Group 2011-11-17. Content was updated by Human Resources 2012-01-06  
This Policy is an update of the former “Request to Post and Fill a Vacancy Policy” dated 1996-08-01.  
This Policy was approved by Senior Management Team 2012 -01 -12 |