

CVS POLICY & PROCEDURE MANUAL

Policy Area: **Human Resources**

Policy # & Name: **6.3 Job Postings and Promotions**

Group: All Staff

Purpose:

To ensure vacant positions are filled promptly and fairly in a non-discriminatory manner in keeping with B.C. Human Rights Legislation.

Policy Statement:

The Executive Director or designate will determine when there is a vacancy and will take responsibility for the process of selecting a suitable candidate.

The selection of a candidate is based on the assessment of the candidate's qualifications and abilities for the position, eligibility to work in Canada, absence of a criminal record related to the work, positive reference checks and other factors deemed relevant for the specific position.

Medical certification may be requested indicating that an applicant is physically capable of carrying out the duties in the job description.

Practice Standards:

Position postings are prepared based on the job description.

Postings for positions excluded from the bargaining unit are circulated internally 7 days prior to advertising externally.

Positions posted for bargaining unit positions are in accordance with the Collective Agreement. If no suitable internal candidates are found, the organization may conduct an external search.

Promotions are determined by the hiring process including:

Submission of written up-to-date resume and letter of application;

Interviews conducted by the Executive Director or designate(s); and

Selection decision based on position requirements are based on qualifications, ability to do the job and other factors deemed relevant.

Once the selection decision has been made, a formal letter of appointment is sent to the successful applicant outlining the following:

- ? Position title
- ? Date of commencement of duties.
- ? Reporting relationship
- ? Compensation
- ? Probation or Trial period

If this is a temporary position, the start and end dates and other terms of employment including benefits and termination notice

Upon acceptance of the position, the name of the candidate is communicated to staff and, if applicable, to the unsuccessful internal candidates.

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Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Executive Director or designate

References:

- ✍ Collective Agreement
 - ✍ CVS Hiring and Posting Manual
 - ✍ PER/HP 003 and PER/HP 004 are incorporated as attachments to this policy.
 - ✍ HR 6.3.A - Standardized Hiring Process – External
 - ✍ HR 6.3.B – Standardized Hiring Process – Internal
 - ✍ 9.24 - How to Apply for an Internal Posting Guide
 - ✍ *Employment Standards Act and Regulations*
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