

COLLEGE POLICY

Policy No. & Title: **P-210 Recruitment**
Policy Sponsor: Head of People & Culture
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2026-07-31

Purpose

The College recognizes that its employees are fundamental to its success. The purpose of this policy is to provide a framework for the recruitment and selection of employees based upon the principles outlined.

Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all employee recruitment. This policy applies to any employee involved in any aspect of the recruitment and/or selection of employees.

Definitions

Family members: a parent, including step-parent, legal guardian, mother-in-law, or father-in-law; spouse which includes any person to whom the person is married or with whom the person is living in a conjugal relationship outside of marriage; child, step-child, son-in-law, daughter-in-law, common law dependent child, foster child; brother or sister; grandparent, grandparent-in-law, grandchild, or step-grandchild; brother-in-law or sister-in-law; and any family member who lives with the employee on a permanent basis.

PIPEDA: The *Personal Information Protection and Electronic Documents Act*

Direct Influence includes:

- the approval/denial of increments/performance pay
- the assignment and approval of overtime
- the negotiation of salary level
- the conduct of performance appraisals discipline
- the assignment or direction of work assignments
- the approval of leaves of absence

Policy

- 1) The College has a principle of open competition in its approach to recruitment.
- 2) The College will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the college.

- 3) The College will ensure that the recruitment and selection of employees is conducted in a professional, timely, and responsive manner and in compliance with current employment legislation.
- 4) The College will treat all candidates fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 5) During the recruitment process, if the candidate is identified as a family member of a College employee the candidate will only be considered for opportunities where the candidate or the employee will not have direct influence over the conditions of employment for either the employee or the candidate. Direct influence exists even if there would be levels of supervision between the employee and candidate who are family members.
- 6) Employees must declare a conflict to the appropriate Executive Team leader when a family relationship develops that puts them in a supervisory relationship.
- 7) Candidates/employees must advise the hiring panel if placement in the position they have applied for would put them in a supervisory relationship with a relative. If such a situation arises, the People & Culture representative and the hiring manager must inform the appropriate Executive Team leader to determine if the appointment of an employee could be perceived as a potential conflict of interest.
- 8) An employee must not participate in any part of the selection process where a relative is an applicant. The selection process includes screening applications, interviews, and reference checking.
- 9) When a situation arises where an employee is in a supervisory relationship to a relative, the appropriate Executive Team leader must discuss reassignment options with the employees involved. The division head should consult with People & Culture to resolve this problem. Possible solutions include:
 - offering one employee a permanent alternate position in another section of the same department
 - placing one employee on a temporary assignment
 - transferring one employee to a comparable position in another department (i.e., lateral transfer)
 - The preferences of the employees should be taken into account when considering any of these options. If the employee rejects all the above options, the appropriate Executive Team leader should make the final decision.
- 10) All documentation relating to applicants will be treated confidentially in accordance with PIPEDA. Applicants will have the right to access any documentation held on them in accordance with PIPEDA.

Related Policies

P-203 Employment Accommodations

P-213 Referrals

Supporting Documents/Forms