

Job Postings Policy

1.0 Policy Statement

The City of Mount Pearl believes in promoting employees from within and has established a job posting program to give all employees an opportunity to apply for positions that they are interested in and for which they are qualified.

2.0 Scope

This policy applies to the job posting process for all bargaining unit excluded job vacancies at all locations of the City. Where any provision of this policy conflicts with the terms of the *Collective Agreement*, the *Collective Agreement* will prevail.

3.0 Purpose

To establish a Policy for the City of Mount Pearl that outlines the guidelines that the City will follow when posting a job vacancy.

4.0 Job Posting Guidelines and Procedures

a) Content

- The job posting will normally include the title, the minimum hiring specifications, the essential job functions, the closing date of the posting, and the specific location and person to whom applications should be forwarded.
- The job posting will be prepared using information from a current job description. It is the responsibility of Human Resources in consultation with the respective Supervisor and/or Manager to ensure that the job description is current and therefore appropriate for use when preparing the job posting.

b) Length of Posting

- Positions will be posted for a minimum period of five working days or such other time as may be deemed appropriate.
- To initiate a job posting, the respective department must complete a *Request to Hire Form*, and forward approved form to Human Resources.

c) Preparation and Authorization

- All job postings are to be authorized by the respective Manager/Director and prepared and released by Human Resources.

d) Maintenance and Recording of Postings

- Human Resources is responsible for ensuring the job posting is circulated to employees, posted on all designated bulletin boards on the day of the posting, and it is posted on the City website.
- Human Resources will maintain a record and copy of all job postings in accordance with the City's records management policy. A copy of a specific job posting will be provided to employees upon request.

e) Consideration of External Candidates


Notwithstanding the above, where it is deemed appropriate, the City reserves the right to advertise the posting for a job vacancy both internally and externally at the same time. The City reserves the right to either fill the vacancy from outside sources if there is no satisfactory applicant, or to withdraw the posting at any time including after the termination of the posting period. The City in its sole discretion will ultimately determine who fills the vacancy.

5.0 Related Documents

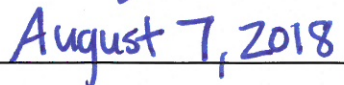
Refer to the City's companion document *Request to Hire Form*.

It shall be the responsibility of all employees of City of Mount Pearl to ensure that they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer



Date