



HUMAN RESOURCE POLICY

1.0 STAFFING

1.09 UNDERFILL APPOINTMENTS

Purpose

To support human resource planning objectives and provide guidelines about under what circumstances an underfill appointment may be made.

Background

Underfill is defined as the certification of candidates who at the time of appointment are not fully qualified to discharge the duties of the position.

Underfill will permit appointment of candidates who have the capacity and potential but who are not fully qualified to perform the full functions of the position and where it is assessed that the candidate can meet the position requirements through training within 24 months.

Underfills are appropriate under the following circumstances:

- When recruitment difficulties exist.
- When appointees require specialized training and work experience within a particular function to meet the requirements for the position.

All underfills require the approval of the Commissioner.

Application:

This policy applies to all new employees of the IPC.

Policy

Underfilling a position

An underfill appointment may be made following a competition in which none of the candidates certify, but the highest scoring candidate within the field of candidates has, either through experience or formal education, the ability to train on-the-job and within a reasonable amount of time to be able to fully discharge the duties of the position.

At the time of appointment, an underfill letter of offer shall be drawn up which outlines the terms and conditions of the appointment. The agreement will specify the time period for the underfill appointment (to a maximum of 24 months), and will identify specific training and experience requirements that the employee must meet before release to the full classification level.

Release from underfill

An employee may be released from an underfill class to the full level classification, providing the following conditions are met:

- The underfill was achieved through a competitive process,
- The employee has successfully completed probation (minimum 12 months) in the underfill classification,
- The employee meets the knowledge, skills and abilities for the full level classification, and
- The employee's supervisor recommends the release.

The employee will need to successfully complete a twelve month probationary period in the full level classification. At the recommendation of the supervisor and approval of the Commissioner, all or a portion of this subsequent probation period may be waived.

Process

The Commissioner determines the necessity for an underfill appointment. If it is determined that an underfill appointment may be necessary the following elements must be included in the advertisement:

- The possibility of the underfill, and
- The level of the underfill at which the position could be filled.

The level of the potential underfill position shall be determined by the re-writing of the position description to reflect the lower position duties and review of the new job description for classification purposes.

Assignment of Salary

If the appointment to an underfill position represents a promotion for the employee, the provisions respecting “promotion” as outlined in Section 5 of the “Employee Compensation” policy will apply.

Upon release from the underfill, if the employee’s salary rate falls within the salary range of the full level classification salary range, there shall be no change in salary rate.

Upon release from the underfill, if the employee’s salary rate in the underfill position does not fall within the full level classification salary range, the salary rate shall be adjusted to the minimum of the higher salary range.

Salary treatment for underfill appointments must be articulated in the letter of offer.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

The Public Service Act, 1998

Legislative Assembly Human Resource Policy 1.10