Human Resources Manual Directive 518: Restricted Competitions

RESTRICTED COMPETITIONS

PURPOSE

- Restricted competitions enable Government of Nunavut (GN) departments and public bodies to determine who is eligible to apply on certain advertised positions by limiting the eligibility of certain candidates to specific criteria. This process supports the GN's commitment to the Priority Hiring Policy.
- 2. The following guidelines provide an overview of the criteria for restricted competitions in accordance with section 10(3) of the *Public Service Act* (PSA).

APPLICATION

3. This directive applies to all GN departments and public bodies and to all candidates applying on advertised restricted competitions under the *Public Service Act*. This directive does not apply to staffing processes for Deputy Heads or positions belonging to the Nunavut Teachers Association bargaining unit.

VALUES/GUIDING PRINCIPLES

- 4. This directive is guided by the following values:
 - Qanuqtuurniq being innovative and resourceful: Restricting competitions by Nunavut Inuit Only; Nunavut Inuit by Location Only; and GN Employees Only, supports and promotes priority hiring and allows for timely and greater efficiency in filling positions.
 - Havaqatigiingniq/lkajuqtigiingniq working together for a common cause: Restricted Competitions benefits communities by having their residents get preference for local employment and internal hiring builds a culture of trust that enhances employee engagement and retention.

DEFINITIONS

5. Administrative Support Employment Category: is one of the six groups of positions identified in the Towards a Representative Public Service (TRPS) report (Executive, Senior Management, Middle Management, Professional, Paraprofessional, and Administrative Support) that generally represents entry level positions in the GN.

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- 6. **Nunavut Inuit Only:** is a type of restricted competition that allows only Nunavut Inuit enrolled under the Nunavut Agreement (NA) to be eligible for consideration on the advertised competitions, regardless of where they currently reside.
- 7. **Nunavut Inuit by Location Only:** is a type of restricted competition that allows only Nunavut Inuit enrolled under the NA who reside in the specific targeted location to be eligible to apply on the advertised competition.
- 8. **GN Employees Only:** is a type of restricted competition that only allows internal GN employees to be eligible to apply on the advertised competition, providing they were a current indeterminate, term, casual or relief employee on the closing date of the job advertisement.

PROVISIONS

- 9. The hiring department/public body may choose to restrict a competition on any of the six (6) employment categories. The hiring department/public body must specify in the Job Action Request (JAR) form if the means of staffing will be done via restricted competition.
- 10. In accordance with the Priority Hiring Policy, all GN positions evaluated within the Administrative Support Employment Category as determined by Job Evaluation, must be restricted to Nunavut Inuit or Nunavut Inuit by Location.
- 11. If attempts have been made to advertise positions restricted to Nunavut Inuit or Nunavut Inuit by Location without success, the department/public body may request that the competition be run as an open competition until such time that a suitable candidate is found within the restricted criteria.
- 12. If there are exceptional circumstances that warrant not restricting to Nunavut Inuit or Nunavut Inuit by Location for positions within the Administrative Support Employment Category, the deputy head of the hiring department/public body must submit a Non-Restricted Competition Form to the delegated authority at the Department of Human Resources for review and approval.
- 13. If approval is granted for positions within the Administrative Support Employment Category by the delegated authority, the approved Non-Restricted Competition Form must accompany the JAR prior to the staffing request being sent to the Staffing Division for advertising.
- 14. Restricted competitions are used to help departments/public bodies meet their business and human resource needs in a manner that respects the *Public*

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Service Act and the Priority Hiring Policy. All appointments made to and within the GN must be based on merit.

- 15. There are a number of factors hiring managers should consider when choosing their staffing plan, including how best to utilize the restricted criteria as noted above, they include:
 - Flexibility, affordability and efficiency;
 - Nature of the work, urgency and duration of the appointment;
 - Labour market conditions;
 - Career aspirations of employees.
- 16. A restricted competition must be clearly identified in the job advertisement as being restricted to the criteria set out above.
- 17. A candidate who applies on an advertised staffing process that is considered a restricted competition and they do not qualify under the restricted criteria, are deemed to be ineligible for consideration.
- 18. Advertised staffing processes restricted to Nunavut Inuit, Nunavut Inuit by Location or GN employees only are posted as a minimum on the GN website for a period of two (2) weeks.
- 19. The Priority Hiring Policy will still apply when an advertised process is restricted to GN employees only.
- 20. Applicants who submit an application and don't meet the criteria for the restriction will not be provided appeal rights as they are not eligible to be considered for appointment. Appeal rights for those within the restricted criteria are offered in the same manner as the provisions outlined in Directive 702 of the Human Resources Manual.

AUTHORITIES

21. Public Service Act, S.Nu. 2013, c. 26, s. 10

CONTACT

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