



## HUMAN RESOURCES POLICY

### NUNAVUT-WIDE HIRING POLICY

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#### POLICY STATEMENT

The Government of Nunavut (GN) is committed to Inuit employment and decentralization and believes that the best public service includes individuals from across the territory. Flexibility in hiring and workspace allocation will build capacity and allow Nunavummiut to work for the GN while contributing to their Nunavut communities.

#### PRINCIPLES

This Policy is guided by the following values and principles:

- Flexible workplace should support *pijitsirniq* by ensuring productivity of staff.
- Departments/public bodies with flexible workspaces should fully incorporate all employees in the workplace culture in the practice of *tunnganarniq*.
- Every opportunity should be taken to support employees to pursue *pilimmaksarniq/pijariuqsarniq*.
- Employees can be hired to work from a GN office in any Nunavut community by applying *qanuqtuurniq* to solve problems and maximize opportunities.

#### APPLICATION

This Policy applies to staffing of public service positions pursuant to the *Public Service Act*.

#### DEFINITIONS

**Deputy Head** – the Deputy Minister of a department, the Chief Executive Officer or President of a public body or such a person as the Minister responsible for the *Public Service Act* may designate as Deputy Head.

**Employee** – a person employed in or under any department or public body listed in Schedule A of the *Public Service Act*. For certainty, “Employee” includes full-time, part-time, indeterminate, term, seasonal, casual and relief employees.

**Manager** – the direct supervisor of an employee.

**Flexible Workplace** – means the designated Government of Nunavut office, not dedicated to a specific department, where an employee would work from in any community in Nunavut.

**Position** – means one specific job with the authorized position description as signed by the employing department/public body and employee and identified by its unique position number.

**Real-time Meeting** – means a meeting held by phone or video conferencing. It allows for immediate feedback and back-and-forth communication between all parties.

## **ROLES AND RESPONSIBILITIES**

### **Minister**

- The Minister responsible for the *Public Service Act* is accountable to Executive Council for the implementation of this Policy.

### **Deputy Minister of Human Resources**

- The Deputy Minister of the Department of Human Resources is responsible to the Minister for the administration of this policy.
- May develop appropriate operational processes, procedures, guidelines, forms or tools as needed for the implementation of this policy. These may include:
  - (i) Specific criteria to determine which positions are suitable and eligible for flexible workplace arrangements;
  - (ii) A process to evaluate and assess position eligibility for flexible workplace arrangements.
- Provides departments/public bodies with the appropriate operational processes, procedures, advice, and training for a successful flexible workplace arrangement.
- Monitors the effectiveness of the flexible workplace arrangements and accompanying operational tools.

### **Deputy Minister of Community and Government Services (CGS)**

- Is responsible for incorporating flexible workspace needs in office planning.
- Is responsible for identifying the communities that have available office space for inclusion in flexible workplace job advertisements.

## **Deputy Heads**

- Are responsible for equipping workspaces in communities for flexible workplace arrangements for their employees.
- Monitor and ensure tracking is in place for all flexible workplace arrangements within their department/public body.
- Ensure that operational needs are met without productivity loss and unnecessary resource expenditures.
- Approve job descriptions for positions that can be done in a flexible workplace.
- Are accountable for the implementation of this policy including working collectively to provide vacant space in their designated offices for flexible workspace for the use of employees from other departments/public bodies.
- Report to the Department of Human Resources on flexible workplace arrangements uptake within their department/public body on an annual basis.

## **Managers**

- Must ensure the appropriate onboarding, training, work plan and training plan development, and performance management of employees that are located in flexible workspaces.
- Must work collaboratively with employees working in a flexible workplace environment to ensure operational needs are met and adequate support and resources are provided to employees.

## **Employees**

- Must work collaboratively with their manager to facilitate flexible workplace arrangements that meet their needs while prioritizing operational needs and requirements.

## **PROVISIONS**

### **A. General Provisions:**

- 1) The Priority Hiring Policy will be applied to all hiring activity undertaken pursuant to this policy.

- 2) Positions that are advertised with multiple potential locations of work under this policy will not require Cabinet approval for relocation of position as outlined in the Government Organization Policy.
- 3) The Human Resources Manual will be applied to all hiring activity undertaken pursuant to this policy except for the following Directives until such time as they have been amended for consistency with this policy:
  - a) **HRM Directive 401(a) – Job Descriptions** will be read to allow “flexible workplace” as an acceptable “location of the position” in job descriptions.
  - b) **HRM Directive 503 – Starting a Competition** requires the completion of a Job Evaluation and Staffing Action Request forms. These forms require the selection of a community for the position. “Flexible workplace” will be considered to be an acceptable “community” on the Job Evaluation and Staffing Action Request Form.
    - i) When Job Evaluation evaluates a job description identified for staffing under the Nunavut-Wide Hiring Policy, Job Evaluation will determine if the duties of the position can usually be undertaken in a flexible workplace and if not, what percentage of the duties can be undertaken in a flexible workplace.
    - ii) When an evaluation finds that only a percentage of the duties can be undertaken in the flexible workplace, the successful candidate in the competition will be required to present for in-person duties in the regional or headquarter office as needed.
  - c) **HRM Directive 506 – Advertising** requires job ads to include the location of the position. “Flexible workplace” will be considered to be a “location” for the job ad followed by a list of communities that have been identified by CGS as having available office space.
- 4) Employees will be paid Northern Allowance based on the community that they are working from.
- 5) The Nunavut-Wide Hiring Policy does not alter or replace the terms of the existing employment relationship. The employee remains obligated to comply with all GN policies and procedures that would apply if the employee were working in the GN office where the position is located.
- 6) The Nunavut-Wide Hiring Policy does not alter or replace the department/public body’s obligation to pay employees for duty travel in accordance with their terms of employment.
- 7) Flexible workplace arrangements may not be suitable for every position.

- 8) Departments/public bodies must review flexible workplace arrangements annually, or as required for performance management.
- 9) The authority to modify flexible workplace arrangements lies with the employee's Deputy Head or their designate in consultation with the Deputy Minister of Human Resources.
- 10) Flexible workplaces are approved for specific positions. If a job description is amended and can no longer be completed in a flexible workplace, then the Deputy Head should consult with the Deputy Minister of Human Resources and Employee Relations before proceeding.
- 11) If an employee changes positions within the GN and its public bodies, the flexible workplace arrangement will depend on whether the new position is evaluated as being able to be completed in a flexible workplace.

**B. Location of the Position:**

- Departments/public bodies will work with the Departments of Community and Government Services and Human Resources to identify and establish vacant workspaces for the purposes of determining what locations may be available for advertising positions in a flexible workspace.

**C. Onboarding and Orientation:**

- 1) Onboarding/Orientation will be undertaken in person:
  - i) The hiring manager may travel to the flexible workspace to provide onboarding and orientation;
  - ii) The employee may attend the regional offices of the hiring department for onboarding and orientation; or
  - iii. The employee may attend the headquarters of the hiring department for onboarding and orientation.
  - iv. Travel for onboarding and orientation will follow all rules for duty travel and will be at the expense of the employing department.

**D. Place of Work:**

- i. Employees recruited to work in a flexible workspace will be provided with appropriate office furniture and equipment.
- ii. The flexible workspace may be in an office suite primarily occupied by a department/public body other than the employing department/public body or may be designated as a flexible worksite with GN employees from multiple departments/public bodies hired under this policy.

**E. Employee Supervision:**

- i. There must be daily reporting requirements for each employee working in a flexible workplace. The method will be determined together between the employee and their supervisor and could include daily emails, phone calls, and day-end summary documents as appropriate to the position.
- ii. Every supervisor with employees working in flexible workplaces will ensure adequate in-person and real-time meetings for the purposes of their work, but at a minimum:
  - Real-time one-to-one weekly check-in meetings.
  - In-person annual performance reviews and workplan development will be undertaken in the flexible workplace, at regional headquarters, or at headquarters.

#### **F. Current Employees:**

Existing employees may apply on a Nunavut-Wide Hiring Policy job competition and if successful, will be eligible for relocation to a flexible workspace community.

#### **PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action with respect to the Nunavut-Wide Hiring Policy.

#### **SUNSET DATE**

This policy will be effective from the date of signature until May 18, 2027.

#### **RELATED LEGISLATION AND AUTHORITIES**

*Public Service Act*

*Canadian Human Rights Act*

*Nunavut Human Rights Act*

Collective Agreement – Nunavut Employees Union

Financial Administration Manual

Handbook – Excluded Employees

Handbook – Senior Managers

Human Resource Manual

May 18, 2023