

	
TERMINATION OF EMPLOYMENT Staffing Priority	Human Resource Manual Section 1802 (d)

STAFFING PRIORITY

PURPOSE

1. Priority staffing privileges exist for employees that have been identified for lay-off.

APPLICATION

2. Staffing priority applies to all employees of the Government of Nunavut represented by the NEU.

PROVISIONS

3. Indeterminate public service employees whose positions will be eliminated or transferred to another community are provided with written notice of affected employee status and, in some cases, Layoff Notice by the Department of Human Resources. In the case of term employees, every effort is made to continue employment for the remainder of their term.
4. The Department of Human Resources is responsible for ensuring that affected employees are considered for all vacant positions within their departments before advertising vacancies as open competitions.
5. Subject to these guidelines, an indeterminate employee who is identified as affected, for layoff or whose position is being transferred to another community shall have Staffing Priority status. Such employees shall have priority for staffing over all other potential candidates for all vacancies in the public service.
6. An indeterminate employee is eligible for Staffing Priority upon receipt of written notice of affected employee status until the end of the Layoff Notice Period.
7. An indeterminate employee whose position is being transferred to another community is eligible for Staffing Priority status until the end of the Notice Period effective the date the employee refuses the transfer in writing.
8. Term employees who are identified as affected, who receive layoff notice or whose positions are to be transferred to another community are eligible for Staffing Priority status to the end of their term. Affected term employees may compete for positions under the standard open competition process.



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9. Where a competition is held and two or more individuals with Staffing Priority status apply for the position, standard selection procedures and Hiring Priority staffing guidelines will be applied.
10. When a competition is held, qualified applicants who have Staffing Priority status are interviewed and considered before any other candidates.
11. If only one employee with Staffing Priority is qualified for the position, that employee is interviewed and employment testing is conducted as necessary. If that employee is determined to be suitable, a job offer is made.
12. Employees who are given Staffing Priority after the closing date for a competition may submit their application on that competition up to the point where a job offer is made. Applicants in this situation will be strongly encouraged to make the application as soon as possible to avoid disrupting the staffing process.
13. The Department of Human Resources shall provide the NEU with the names of those employees on the Staffing Priority List who occupy positions in the NEU bargaining unit.
14. The current Staffing Priority List shall be consulted before an offer of employment is made in any competition.

AUTHORITIES AND REFERENCES

15. Collective Agreement with the NEU
Article 30, Severance Pay

CONTACTS

16. For further information or clarification, please contact:

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