 <p><b>HIRING PROCESS</b></p>	<p><b>Human Resource Manual</b></p>
<p><b>Job Offers</b></p>	<p><b>Section 512</b></p>

## JOB OFFERS

### PURPOSE


1. These procedures provide the process and identify the rules for salary treatment of newly appointed employees.

### APPLICATION

2. The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the *Public Service Act*.

### PROVISIONS

3. Once the selection committee is prepared to extend a job offer, a standard job offer is prepared. Be sure to confirm an anticipated start date with the supervisor, taking into account an appeal period, if applicable. Discuss in detail all information with the supervisor, before calling the candidate to make the offer.
4. New employees are normally paid at step one of the appropriate pay level. Appointments at step 4 or above, require additional approvals, as outlined in sections 1401 and 1402 of this Manual.
5. On initial appointment, transfer or promotion, all job offers are made at Step 1, unless;
  - The selection committee can make an offer up to step 3 of the pay range. Job offers for group 3 and group 5 employees will be made at the appropriate salary, based on the individual's experience and/or qualifications.
  - On promotion, the salary is calculated by taking the difference between Steps 1 and 2 of the new pay range and adding this to the current salary. If a salary increment is due within six (6) months of the promotion it is granted at the time of the promotion. The candidate must receive the step nearest to but not less than this total.

 <p><b>HIRING PROCESS</b></p>	<p><b>Human Resource Manual</b></p>
<p><b>Job Offers</b></p>	<p><b>Section 512</b></p>


- Current employees moving to another position salary will either:
  - stay the same, if the employee is moving into a position at the same pay level;
  - be at the maximum rate of the new position, if the employee accepts a demotion to a position at a lower pay level; or,
  - be at the appropriate step of the new pay level, if the employee successfully applies through a competitive process, is transfer assigned or directly appointed into a lower level position.

6. When a job offer is made, be sure to explain:

- the title of the position and the Department;
- confirm the type of employment (term, indeterminate, part-time);
- start date;
- the length and definition of the probationary period;
- supervisor's title;
- salary and bilingual bonus (if applicable);
- the offer is conditional pending the completion of the appeal period (if applicable). Also let the candidate know when the appeal period will be over;
- the offer is conditional pending the completion of a criminal record check (if applicable);
- any other conditions to the offer (i.e. receiving a driver's license within six months or successful completion of a medical); and

7. All questions about relocation should be referred to the Relocation Coordinator in Corporate Services or to the person responsible for coordinating relocations in Community Operations.

8. When the offer of employment has been accepted by the successful candidate, it is important to let the other candidates know the outcome of the competition as soon as possible. If the position is in the NEU bargaining unit, eligible candidates must be notified of their appeal rights. More information about staffing appeals is provided in section 702 of this Manual.

	
<b>HIRING PROCESS</b> <b>Job Offers</b>	<b>Human Resource Manual</b> <b>Section 512</b>

## AUTHORITIES AND REFERENCES

9. *The Nunavut Public Service Act*  
Sections 16-22
10. *The Nunavut Land Claims Agreement*  
Article 23
11. *Nunavut Human Rights Act*
12. *Canadian Charter of Human Rights and Freedoms*
13. *Canadian Human Rights Act*
14. *Priority Hiring Policy*

## CONTACTS


15. For clarification or further information, please contact:

**Director Staffing**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6222**

or

**Directors Community Operations**  
**Department of Human Resources**

- **Igloolik** - 934-2024
- **Rankin Inlet** - 645-2954
- **Cambridge Bay** - 983-4060

 <p><b>HIRING PROCESS</b></p>	<p><b>Human Resource Manual</b></p>
<p><b>Job Offers</b></p>	<p><b>Section 512</b></p>

Department of Human Resources  
File: Doe, John  
Comp# 01-04-0360JH Position# 04-10329

August 1, 2006

**PERSONAL AND CONFIDENTIAL**

Mr. John Doe  
P. O. 1255  
Cambridge Bay, Nunavut  
X0B 0C0


Dear Mr. Doe:

I am pleased to offer you the indeterminate position of Manager Tourism Trade and Export Development with the Department of Economic Development and Transportation in Iqaluit. Your appointment will take effect on October 11, 2006. You will report to the Director of Economic Development and Innovation. You will serve a probationary period of twelve months. This position is included in the collective bargaining unit and is subject to appeal under the Public Service (Appeals Procedure) Regulations. We will contact you if there is an appeal to advise you of the status of your appointment.

Your salary will be \$75,836.00 per annum this salary represents Step 1 of Pay Range 20 in the Included Pay Grid. In addition, you will be eligible for a Northern Allowance of \$12,109.00 per annum. Your terms and conditions of employment are outlined in the NEU Collective Agreement.

If you are not already conversant in Inuktitut, you will be required to complete a program to learn the rudiments of the language. This program will be offered to you within a reasonable time frame and your participation will be mandatory. The Government will pay the cost of the approved program.

The Government of Nunavut, recognizing the health hazards associated with tobacco smoke for smokers and non-smokers alike, does not permit the smoking of tobacco in any form by its employees in the workplace.

 <p><b>HIRING PROCESS</b></p>	<p><b>Human Resource Manual</b></p>
<p><b>Job Offers</b></p>	<p><b>Section 512</b></p>

Mr. John Doe – Job Offer – page 2

If you agree with the above conditions, please indicate your acceptance by signing and returning this letter to Ms. Melinda Janes, Director of Staffing with the Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You will be required to bring verification of your qualifications to Human Resources at the time of signing your job offer.

Upon commencement of your employment you should arrange to contact Ms. Nick Dennahower, Benefits Officer, Department of Finance, at (867) 975-5857 for completing your pay documentation. Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed; therefore, it is important that we complete documentation as soon as possible to meet payroll deadlines.

Congratulations on your appointment! I hope you will find the work both rewarding and challenging.

With Warm Welcome,


Melinda Janes  
Director of Staffing

**ACCEPTANCE OF APPOINTMENT**

I accept the offer on the terms and conditions outlined and I certify that the information given in the application form signed by me, and any resume submitted by me, is true and correct and agree that the falsification or omission of information called for, could result in my not being eligible for employment or in termination, regardless of seniority or other considerations.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

CC Department of Human Resources – Personnel File  
Department of Finance – Payroll and Benefits Officer

 <p style="text-align: center;"><b>HIRING PROCESS</b></p>	
<b>Job Offers</b>	<b>Human Resource Manual Section 512</b>

**Job Offer - Excluded**

Department of Human Resources  
 File: Doe, John  
 Comp# 01-04-0360JH Position# 04-10329

August 1, 2006

**PERSONAL AND CONFIDENTIAL**

Mr. John Doe  
 Position Title  
 Department Name


Dear Mr. John Doe:

I am pleased to offer you the indeterminate position of Training and Development Consultant, Department of Human Resources, in Iqaluit. Your appointment will take effect on February 14<sup>th</sup>, 2005. You will report to the Director of Training and Development. You will serve a probationary period of six months.

Your salary will be \$70,200.00 per annum, which represents Step 1 of Pay Range 18 in the Excluded Pay Grid. In addition, you will be eligible for a Northern Allowance of \$11,803.00 per annum. Your terms and conditions of employment are outlined in the Excluded Employees Handbook.

The Government of Nunavut, recognizing the health hazards associated with tobacco smoke for smokers and non-smokers alike, does not permit the smoking of tobacco in any form by its employees in the workplace.

If you are not already conversant in Inuktitut, you will be required to complete a program to learn the rudiments of the language. This program must be completed within a reasonable time usually one year and upon the course being offered in your region or community. The cost of any approved program will be the responsibility of the Government.

	<b>HIRING PROCESS</b>	<b>Human Resource Manual</b>
	<b>Job Offers</b>	<b>Section 512</b>

Mr. John Doe – Job Offer – page 2

If you agree with the above conditions, please indicate your acceptance by signing and returning this letter to Ms. Melinda Janes, Director of Staffing with the Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You must include copies of any academic credentials identified in your resume when you return the signed job offer. Alternatively, you may bring copies with you to update our records when your pay and benefits documentation is completed.

It is important that you contact Ms. Bonnie Nichols Payroll Officer, Department of Finance and Administration, at (867) 975-5855 as soon as possible to arrange for completing your pay documentation, if this has not already been done. Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed; therefore, it is important that we complete documentation during the first week of employment to meet payroll deadlines.

Congratulations on your appointment! I hope you will find the work both rewarding and challenging.

Welcome to Human Resources!

Melinda Janes  
 Director of Staffing


**ACCEPTANCE OF APPOINTMENT**

I accept the offer on the terms and conditions outlined and I certify that the information given in the application form signed by me, and any resume submitted by me, is true and correct and agree that the falsification or omission of information called for, could result in my not being eligible for employment or in termination, regardless of seniority or other considerations.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

CC Department of Human Resources – Personnel File  
 Department of Finance – Payroll and Benefits Officer

	<b>HIRING PROCESS</b>	<b>Human Resource Manual</b>
	<b>Job Offers</b>	<b>Section 512</b>

**Job Offer – Senior Management**

Department of Human Resources  
 File: Doe, Jane  
 Comp# 01-04-0360JH Position# 04-10329

August 1, 2006

**PERSONAL AND CONFIDENTIAL**

Mrs. Jane Doe  
 P. O. Box 0000  
 Iqaluit, Nunavut  
 X0A 0H0

Dear Mrs. Jane Doe:


I am pleased to offer you the position of Superintendent of Schools, with Qikiqtani School Operations, in Pond Inlet, NU. Your appointment will take effect on October 1, 2004. You will report to the Trudy Pettigrew, Executive Director of Qikiqtani School Operations. You will serve a probationary period of twelve months.

Your salary will start at \$102,549.00 per annum, which represents 85% of the maximum for Band 8 of the Manager’s Grid. In addition, you will be eligible for a Northern Allowance of \$19,921.00 per annum. This position is governed by the terms and conditions of employment applicable to the Management Group.

The Government of Nunavut, recognizing the health hazards associated with tobacco smoke for smokers and non-smokers alike, does not permit the smoking of tobacco in any form by its employees in the workplace.

If you are not already conversant in Inuktitut, you will be required to complete a program to learn the rudiments of the language. This program will be offered to you within a reasonable time frame and your participation will be mandatory. The Government will pay the cost of the approved program.



	
<b>HIRING PROCESS</b> <b>Job Offers</b>	<b>Human Resource Manual</b> <b>Section 512</b>

Mrs. Jane Doe – Job Offer – page 2

If you agree with the above conditions, please indicate your acceptance by signing and returning the letter of offer to Ms. Melinda Janes, Director of Staffing, Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You will be required to bring verification of your qualifications to Human Resources at the time of signing your job offer.

It is important that you contact Ms. Bonnie Nichols Payroll Officer, Department of Finance and Administration, at (867) 975-5855 as soon as possible to arrange for completing your pay documentation, if this has not already been done. Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed; therefore, it is important that we complete documentation during the first week of employment to meet payroll deadlines.

Congratulations on your appointment! I hope you will find the work both rewarding and challenging.

With Warm Welcome,

Melinda Janes  
 Director of Staffing


**ACCEPTANCE OF APPOINTMENT**

I accept the offer on the terms and conditions outlined and I certify that the information given in the application form signed by me, and any resume submitted by me, is true and correct and agree that the falsification or omission of information called for, could result in my not being eligible for employment or in termination, regardless of seniority or other considerations.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

CC Department of Human Resources – Personnel File  
 Department of Finance – Payroll and Benefits Officer

	
<b>HIRING PROCESS</b> <b>Job Offers</b>	<b>Human Resource Manual</b> <b>Section 512</b>

**Additional Statements to be Inserted as Required:**

**Bilingual Bonus Template**

In addition, you will be eligible for a Northern Allowance of **\$12,109.00** per annum and a bilingual bonus of **\$1,500.00** per annum.

**Criminal Records Statement**

As this position is defined as a position of trust, your offer of employment is contingent upon an acceptable criminal record check. It is your responsibility to initiate this request with your local RCMP detachment. Should a criminal record exist, you will be required to authorize the release of the details of the criminal record. Failure to do so will result in the termination of the job offer. If it is determined that the criminal record has a direct bearing on the duties of this position, the offer of employment is voided.

**Housing Statement**

A separate letter has been provided to you explaining the housing situation in Iqaluit at this time.

**Removal Statement**

You are requested to contact Mr. Jerry Arreak, Removal Coordinator, Department of Human Resources at (867) 975-6264 as soon as possible to make arrangements for your removal.