
Guideline for Determining Where Vacant Positions Should Reside at NBCC

BACKGROUND

The adoption of a guideline for determining where vacant positions should reside is designed to ensure that all NBCC employees have an opportunity to be eligible to compete for positions without being restricted by geographic location and to increase the number of externally qualified candidates.

This guideline is not intended to address requests from employees that their current position be relocated within NBCC.

GUIDING PRINCIPLES

In most cases, flexibility should be afforded in an effort to increase opportunities for employees and to attract larger external candidate pools.

A hiring manager may specify a particular location if there is evidence that there would be a significant impact to operations.

In determining what constitutes a significant impact on operations, the following should be considered:

- The extent to which the job requires face-to-face interaction with other members of the team which could create a significant disruption to the work of others
- The frequency with which an employee would have to meet with others within NBCC which could not easily be accommodated with technology (phone, Polycom, etc.)
- The potential for an individual to feel isolated from other members of the team which could impact the wellbeing of the employee
- The nature and extent of the supervisory requirements of the function
- The need for access to resources that are only available at a particular site
- The cost of travel or of providing additional technology where it cannot be met from existing budgets
- The availability of office space

PROCESS

When a position is vacant, the hiring manager will complete the attached checklist and meet with the Manager of Resourcing and Employee Learning to determine where the position should reside.

The appropriate Vice-President will be consulted in circumstances where there is difficulty in making a determination and will make the final decision in consultation with the Vice President Employee and Student Development.

Checklist for Determining Where Positions Will Reside

Question	Answer yes or no with explanations as required
Will allowing flexibility have a negative impact on meeting operational targets? If yes, please explain.	
Will allowing flexibility have any negative impact on service delivery or the work of other team members? If yes, please explain.	
Can the need to meet on a frequent basis be accommodated through the use of technology? If no, please explain.	
Due to the location of other members of the team, is there the potential for the employee to feel isolated which could impact the employee's well-being? If yes, please explain.	
Can the cost of providing equipment/resources be met within existing budgets? If no, please explain the anticipated cost.	
Does the nature of the job require frequent and close supervision which cannot easily be provided from a distance? If yes, please explain.	
Are appropriate workspaces available? If no, please explain.	