



1. OVERVIEW

The Nunavut-Wide Hiring Policy (NWHP) is in place to support the Government of Nunavut's (GN) commitment to Inuit employment and decentralization. It is a competitive hiring mechanism whereby an eligible position can be advertised with multiple potential locations of work and the successful candidate can work from a Nunavut community where there is available workspace rather than the position's designated home community.

This document provides operational guidelines to support implementation of the NWHP. It describes the various processes and tools that will be used to assess position suitability, identify office space and staff positions under the NWHP. It also highlights existing resources to support departments in facilitating a successful flexible workplace arrangement.

These guidelines will be updated as required, particularly when there is a process change or when any new resources are developed and in place.

2. DEFINITIONS

For the purposes of implementing the NWHP, the following definitions apply:

Community of Work – the community in which the successful candidate in a Nunavut-Wide Hiring job competition is employed.

Department – means a department, territorial corporation, or public agency of the Government of Nunavut.

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.

Community-Based Position – means a position with a home community located outside of Iqaluit.

Eligible Position – means a position that the Department of Human Resources has determined to be suitable and able to be performed outside of the home community.

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. For the purposes of policy implementation, a flexible workplace



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also includes a department's existing office space in a leased or GN-owned property as allocated by the Department of Community and Government Services.

Home Community – means the community that was designated for the position in accordance with GN organizational design practices and budget allocation process.

Iqaluit-based Position – means a position with a home community located in Iqaluit.

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.

3. ELIGIBLE POSITIONS

The Department of Human Resources (HR) has developed guiding criteria to help departments identify the type of positions that would be appropriate under the NWHP. These guiding criteria will be used by HR when reviewing a position's job description to confirm eligibility under the NWHP.

Guiding Criteria

To be eligible under the NWHP, a position must be suitable and able to be successfully performed by a GN employee from a GN office located outside of the position's home community. For clarity, a position would **not** be eligible for inclusion under the NWHP if any of the following five (5) conditions apply:

1. Position provides front-line, face-to-face (in-person) services and/or support to others located in the home community (e.g. clients, public, other GN employees) on a regular basis.
2. Duties of position are primarily performed on behalf of the home community and/or from a specialized work site in the home community.
3. Supporting infrastructure required to perform duties of position is only available in the position's home community. (e.g. equipment, records).
4. Position supervises a complement of staff who are substantially based in the position's home community.
5. The position's direct supervisor position is vacant (i.e. position is not filled on an indeterminate, term, acting, transfer assignment, casual or other basis).

Prior to submitting a Job Action Request (JAR) to HR, departments need to verify that the position is consistent with the guiding criteria. The department also needs to determine whether there are any other factor(s) that could lead to significant risk to the employee or the GN if the position was carried out in a different community.



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Iqaluit-based Positions

Any Iqaluit-based position that meets the guiding criteria outlined above would be eligible under the NWHP.

Community-Based Positions

The NWHP is intended to support the GN's commitment to Inuit employment and decentralization. In addition to meeting the guiding criteria outlined about, JARs to advertise a community-based position in communities other than the position's home community must be substantiated with a **written rationale** that demonstrates that:

- Recent efforts (last 12 months) to fill the position in the home community have proven unsuccessful.
- A successful Nunavut Inuk candidate is unlikely to be identified in the home community.
- It is likely that a suitable candidate can be identified in another Nunavut community.

Before submitting a request to advertise a community-based position under the NWHP, departments should consider whether a position relocation under the Government Organization Policy is a more appropriate approach to take.

Requests to advertise community-based position in Iqaluit will not be considered by HR at this time, as the GN's decentralization review is ongoing.

4. IDENTIFICATION OF WORKSPACE

Due to current limitations associated with identifying and allocating flexible workplace space to departments for use under the NWHP, initial implementation will be restricted to a department's current office space allocation in owned and leased GN office space in Nunavut communities. For example, if a department has existing operations in Arviat, Kinngait and Kugluktuk and has available and appropriate office space within those communities, those three would be the only communities that the eligible position could be advertised for.

Prior to submitting a JAR to HR, departments need to ensure that they have available (permanent) and appropriate office space in the communities in which they seek to advertise. This may require the department/public body to critically assess and prioritize their allocated space (particularly spaces that have been unoccupied for some time) and/or reconfigure existing space to allow for additional workstations.



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The current Memorandum of Understanding (MOU) process that is sometimes used between departments to secure vacant space in designated departmental offices may be used to facilitate workspace under the NWHP provided that the duration of the MOU is for a long-term period (indefinite preferred) in order to ensure the employee working in the flexible workplace space is not adversely impacted.

Departments are encouraged to contact the Department of Community and Government Services' (CGS) Real Property Division for additional information and assistance regarding identification and allocation of space, workspace specifications and to facilitate any MOU arrangements.

5. STAFFING A POSITION AS “NUNAVUT-WIDE HIRING”

Competitive Process

The NWHP is to be used exclusively for competitive hiring into indeterminate or term positions that fall under the *Public Service Act*. This policy cannot be used to fill a position on a temporary basis (e.g. relief, casual) or through a non-competitive appointment mechanism (i.e. direct appointment, transfer assignment, secondment).

Current GN Employees

The NWHP is not a mechanism to accommodate position relocation or remote work requests from current employees. Current GN employees may apply on a “Nunavut-Wide Hiring” job competition.

Position Location

The NWHP is a hiring tool and is not a mechanism to permanently relocate a position to a different community. Under the NWHP, the home community of the position does not change. Should the successful candidate opt to work from a community other than the home community, the community of work changes until such time as the position becomes vacant.

Permanent relocation of a GN position falls under the Government Organization Policy.

Job Action Request

To ensure efficiency, departments should only submit JARs for positions that are immediately ready to be posted for competition.



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When submitting a JAR for advertising under the NWHP, the home community for the position should still be entered in Box 11 (Position's Community). The department must also indicate that they wish to have the position considered under the NWHP by ticking box in Box 12 of the JAR form.

Job Description / Organizational Chart

Prior to submitting the JAR package to HR, departments should review the position's job description to ensure that it aligns with the guiding criteria and any other requirements outlined in these guidelines.

At the time of submitting the JAR, the home community of the position should still appear on the job description and organizational chart. No references to the potential communities of work are required.

Nunavut-Wide Hiring Substantiation Form

The JAR package for a request to advertise a position under the NWHP must include a completed **Nunavut-Wide Hiring Substantiation Form** which is signed by the Deputy Head of the department. This form will indicate the community(ies) in which the position will be advertised and will confirm availability and location of office space. The form will include a section for the written rationale described in Section 3 of these guidelines for a community-based position.

Position Review

The job description that is submitted with the JAR will be used by HR (Job Evaluation) to verify that the position meets the guiding criteria set out in this policy.

If the JAR is for a community-based position, HR (Job Evaluation) will submit the Nunavut-Wide Hiring Substantiation Form to the Assistant Deputy Minister Operations for consideration and approval.

HR will work collaboratively with the hiring department to discuss any issues that arise with respect to verifying a position's eligibility under the NWHP.

The Job Evaluation Results form will contain a section that indicates whether the position is deemed eligible to be staffed under the NWHP.



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Advertising

Upon receipt of the Job Evaluation Results package, the Staffing Division (HQ) or Regional Staffing Division of HR will contact the department to initiate the staffing process.

An eligible position will be advertised as having a “flexible workplace” under the NWHP with a list of communities that have been identified on the **Nunavut-Wide Hiring Substantiation Form**. An eligible position with Iqaluit as home community does not need to include Iqaluit in the list of communities. Community-based eligible positions must include the home community in the list of communities.

Other staffing tools including eligibility lists and restricted competitions (i.e. Nunavut Inuit only) may be considered when advertising an eligible position under the NWHP.

Staff Housing

In order to ensure efficiency when staffing eligible positions under the NWHP and avoid creating additional pressure on the limited staff housing supply in communities, eligible positions will not be allocated (will not “come with”) staff housing. Once hired, the successful candidate may apply for GN staff housing in accordance with the GN Staff Housing Policy.

Priority Hiring

The Priority Hiring Policy will be applied to all hiring activity undertaken under the NWHP.

Interview Process

Prior to advancing to interview, candidates who screen in will be contacted to ensure their understanding of the NWHP and confirm their willingness to continue to the interview process. They will also be asked to confirm the community they are targeting.

Job Offers

Like all GN job offers, a job offer from a competition under the NWHP will specify the community of work.

The NWHP 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 in the home community.



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Relocation

While the intent of the NWHP is to increase employment opportunities at the local level, GN relocation benefits (in accordance with the GN Relocation Manual, collective agreement etc.) will apply if the successful candidate must relocate to the community of work.

6. COMPENSATION AND BENEFITS

Employees will be paid Northern Allowance based on the community of work. The community of work for employees hired under the FWP would be used in determining any other employment benefits that are based on location of the position.

7. DEPARTMENTAL RESPONSIBILITIES

Prior to submitting a JAR to HR for consideration under the NWHP, the position's job description must accurately reflect the responsibilities of the position, including those arising from the position being located outside of the home community (e.g. requirements for duty travel, meetings by MS Teams).

A successful flexible workplace arrangement rests largely on the part of the hiring department and more specifically, the position's direct supervisor. The direct supervisor should ensure, at a minimum, that as of the start date:

- Employee's access is granted to the building and any office entry door(s);
- Employee's workspace is set up with suitable office furniture, equipment and supplies, including a well-functioning computer, printer, scanner;
- Any required files (electronic or paper) are accessible;
- A plan and timeline are in place for onboarding and orientation (the NWHP indicates that employee onboarding will take place in person);
- Employee has access to and is able to participate in any department-specific meetings and training necessary to perform job responsibilities.

The direct supervisor is also responsible for working together with the employee with respect to the GN's performance system. More information on this process can be found in Directive 316 of Human Resources Manual (Performance Management System).

8. DUTY TRAVEL

The department is responsible for paying duty travel costs in accordance with GN terms and conditions of employment and duty travel rates.



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9. TRAINING AND OTHER RESOURCES

The Department of Human Resources (Public Service Training Division and Sivumuaqatigiit Division) offers variety of training courses and career/professional developments programs to GN employees. These programs are promoted via email (Public Service Announcements), the GN Training Calendar and departmental Human Resources Coordinators.

10. AUTHORITIES AND REFERENCES

- The Nunavut-Wide Hiring Policy
- Nunavut-Wide Hiring Substantiation Form
- Nunavut-Wide Hiring - Training and Development Resource Document

11. CONTACTS

For information on the NWHP and its application, please contact the Department of Human Resources:

Director, Staffing
867-975-6223
lqaluitstaffingteam@gov.nu.ca

OR

Director, Regional Staffing
867-645-8065
kivallighr@gov.nu.ca

For information on office space, please contact the Department of Community and Government Services:

Real Property Division
realproperty@gov.nu.ca