

TITLE

RECRUITMENT AND EMPLOYMENT PRACTICES**SCOPE**

Provincial

DOCUMENT

1116

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact the Policy & Forms Department at policy@ahs.ca. The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

OBJECTIVES

- To outline consistent recruitment and employment practices for Alberta Health Services (AHS).

PRINCIPLES

AHS is committed to achieving and fostering excellence through the recruitment and employment of highly qualified individuals. All recruitment-related decisions, including those regarding the hiring process, shall be based upon a candidate's ability to fulfill AHS job/role-related criteria and standards, including education, licensing, knowledge, skills, and experience. **Successful candidates** must also be able to demonstrate behaviours that support the values of AHS.

AHS complies with all legislative requirements regarding the recruitment and selection of **AHS representatives**. Successful candidates must undergo a **background check** and a **criminal record check**.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary). Applicable collective agreements, *Non-Union Exempt Employees Terms and Conditions of Employment* ("terms and conditions of employment"), or written employment contracts take precedence in the case of a conflict with this policy.

ELEMENTS

1. Communication of Employment Positions

- 1.1 Available employment positions are communicated in accordance with the applicable collective agreements.

2. Nepotism

- 2.1 AHS recognizes that there are situations when more than one **related person** is employed by AHS at the same time. While allowing and supporting such situations, AHS representatives have a duty to avoid any potential, perceived, or real conflict of interest, influence, or favouritism arising from such a situation.
- 2.2 In the event a potential, perceived, or real conflict of interest pertaining to related persons arises, the respective AHS representative will notify his/her supervisor and both will complete the *Conflict of Interest Declaration* form and submit it to the Ethics and Compliance Office for review. Reports concerning nepotism may also be reported in accordance with the process set out in the AHS *Whistleblower* Policy.
- 2.3 To reduce the possibility of nepotism occurring, AHS representatives may not directly hire or supervise related persons except in limited and exceptional circumstances. In these situations, the applicable Human Resources Business Partnerships (HRBP) Advisor will be consulted.

3. Recruiting Requirements

3.1 Hiring managers:

- a) must view and verify the requisite licensing or registration of a candidate, including licensure to practice in Alberta, when applicable (as stipulated in legislation, collective agreements, terms and conditions of employment, or otherwise by AHS) before extending an offer of employment;
- b) must identify to a candidate, and reconcile, any errors or inconsistencies with licensing or registration prior to extending an offer of employment;
- c) are responsible for ensuring successful candidates are Canadian citizens, permanent residents, or legally eligible to work in Canada;
- d) will conduct background checks in accordance with section 4;
- e) will direct successful candidates to the *Communicable Disease Assessment* (CDA) form and request that it be completed and submitted;
- f) and will communicate any other terms as specified in the offer of employment or employment contract.

- 3.2 Successful candidates:
- a) must have legal eligibility for employment before commencing their duties with AHS, and must maintain the same during their employment;
 - b) must present proof of requisite licensing or registration e.g. a practice permit in good standing, in accordance with the *Health Professions Act* (Alberta) and *Health Disciplines Act* (Alberta) upon request and before commencing their duties with AHS;
 - c) are required to take action to protect themselves and others by completing a *CDA* form;
 - d) are required to provide a criminal record check that is satisfactory to AHS that is dated not more than 90 days prior to the written offer of employment and provide other applicable background checks; and
 - e) must fulfill any other requirements as specified in their offer of employment or employment contract.
- 3.3 AHS may recruit internationally for suitably qualified and experienced candidates for eligible positions determined by AHS Talent Acquisition. In addition to the requirements set out in sections 3.1 and 3.2:
- a) when applicable, international candidates must be professionally licensed or registered to practice in Alberta before being considered for employment with AHS; and
 - b) work permits for international candidates must be reviewed by AHS Talent Acquisition in advance of commencement.

4. Background Checks Prior to Commencing Duties

- 4.1 Hiring managers are responsible for conducting background checks, as appropriate to the position, prior to a successful candidate commencing duties. The hiring manager shall only collect the minimum information necessary to conduct an appropriate background check.
- 4.2 A minimum of two (2) satisfactory reference checks are required as per *Reference Checks* procedure. Reference checks must be conducted prior to a conditional offer being made. Reference checks should be conducted by either the hiring manager or a contracted service provider authorized by AHS.
- 4.3 Reference checks for successful candidates are based on work-related references, and, except in limited circumstances, one of the references must be the candidate's current or most recent manager. References that are external to AHS and were not provided by the candidate must not be contacted without the prior written consent of the candidate.

- 4.4 Information solicited during a reference check must be limited to that which is factual, observed, and directly related to an employee's work responsibilities. In conducting a reference check hiring managers will neither solicit nor consider information described in the Alberta *Human Rights Act* as protected grounds.
- 4.5 Hiring managers are responsible for determining whether additional types of background checks are required for a specific position. Where managers are uncertain, consultation with the applicable HRBP Advisor is recommended. These additional checks may include, but are not limited to:
- a) licensing or registration requirements;
 - b) education verification including but not limited to, school grades; degree(s), and any professional qualifications;
 - c) identity and address verification; and
 - d) operator's (driver's) license and driver's abstract.

5. Criminal Record Check Requirements

- 5.1 Successful candidates cannot commence duties with AHS unless a criminal record check that is satisfactory to AHS has been completed, as per the *Security Screening* procedure.
- 5.2 New hires are responsible for any costs associated with obtaining a criminal record check and will provide the criminal record check to AHS before commencing their duties. A copy will be retained by AHS Human Resources.

6. Internal Transfers

- 6.1 When considering internal candidates for transfer, hiring managers are responsible for conducting background checks prior to hire in accordance with section 4. Where applicable, hiring managers will verify requisite professional licensing or registration.

7. AHS Representatives' Responsibilities

- 7.1 All AHS representatives are responsible for reviewing and complying with the *Code of Conduct*, the *Conflict of Interest Bylaw* and other applicable bylaws, AHS policies, and other applicable governing documents.
- 7.2 All AHS representatives are required to complete the AHS *Confidentiality and User Agreement* and privacy education requirements (*Information & Privacy and IT Security & Compliance Awareness* Video and online Learning Module).
- 7.3 All new AHS representatives are required to successfully complete the probationary period specified in their offer of employment or in the applicable collective agreement in order to be confirmed in their employment.

7.4 All AHS representatives must complete the applicable AHS orientation.

8. Ongoing Duty to Disclose Criminal Charges or Convictions

8.1 All current AHS representatives have an ongoing duty to disclose any criminal charge or conviction, in accordance with the *Security Screening* procedure. Non-disclosure of a criminal charge or conviction may result in disciplinary action up to and including termination of employment.

DEFINITIONS

AHS representative means an employee, member of the medical or midwifery staff, student, or volunteer, contracted service provider, or other individual authorized to represent AHS.

Background check means objectively evaluating a candidate's qualifications and finding potential risks prior to commencing duties with AHS. Background checks may include, but are not limited to:

- a) employment references;
- b) criminal record checks;
- c) vulnerable sector searches;
- d) education verification (e.g. school grades, degree, and any professional qualifications obtained); and
- e) identity and address verification.

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports.

Criminal record check means a document that details an individual's relevant contact and dealings with law enforcement, as determined and issued by law enforcement. It may also include a Vulnerable Sector Search and/or other security clearance requirements in accordance with the applicable role requirements.

Related person means any person or entity associated with an AHS representative, including a family member, interdependent adult, close personal friend, business associate or partner, or any corporation, joint venture, partnership or business entity.

Successful candidate means applicants who have applied for and been selected to fill positions with AHS, subject to satisfactorily fulfilling background checks and any security screening requirements.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Code of Conduct*
 - *Conflict of Interest Bylaw*
 - *Employee Relocation Expenses (#HR-13-01)*

- *Multiple Employment Positions* (#1116-06)
- *Performance Management* (#1116-04)
- *Progressive Discipline* (#1116-05)
- *Records Retention Schedule* (#1133-01)
- *Reference Checks* (#1162)
- *Resignation, Position Abandonment, and Non-Disciplinary Termination* (#1116-03)
- *Whistleblower* (#1101)
- *Security Screening* (#1161)
- Alberta Health Services Forms:
 - *Communicable Disease Assessment* (#18226)
 - *Conflict of Interest Declaration* (#09868)
- Alberta Health Services Resources:
 - *Background Checks Best Practice Guide*
 - *Collective Agreements*
 - *Confidentiality and User Agreement*
 - *Interview and Selection Guide*
 - *Non-Union Exempt Terms and Conditions of Employment*
 - *Terms and Conditions of Employment for Student Employees*
- Non-Alberta Health Services Documents:
 - *Alberta Human Rights Act*
 - *Freedom of Information and Protection of Privacy Act* (Alberta)
 - *Health Disciplines Act* (Alberta)
 - *Health Professions Act* (Alberta)
 - *Protection for Persons in Care Act* (Alberta)

VERSION HISTORY

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