

# Appendix A

**OPSEU Collective Agreement  
Explanatory Note**

**Mass Centralized Recruitment**

**Appendix 39**

Updated: September 2017

Explanatory Notes on the application of the OPSEU Collective Agreement were developed by the Employer in consultation with OPSEU. They have been written to provide information to OPS managers and employees represented by OPSEU. Explanatory Notes are not intended as a substitute for the language of the Collective Agreement. Reliance should only be placed on the actual text of the OPSEU Collective Agreement.

This Explanatory Note and the amended provisions of Appendix 39 under the 2018-2021 OPSEU Collective Agreement apply as of June 22, 2017.

Managers who have questions about the information in this Explanatory Note should contact their Human Resource Advisor.

Employees who have questions about the information in this Explanatory Note should contact their manager, the Human Resource Advisor or an OPSEU representative.

## **What is Mass Centralized Recruitment?**

**Mass Centralized Recruitment (MCR)** is a process that provides the Employer with the ability to post potential permanent or temporary opportunities that may arise during any rolling eighteen (18) month period following the closing date of the posting.

## **How does MCR differ from a regular competition or reach-back?**

The process for filling a vacancy through MCR differs from the recruitment process identified in **Article 6 – Posting and Filling of Vacancies or New Positions** in a few ways.

When a position is filled through regular recruitment a vacancy must exist before the Employer can post a competition and MCR allows the Employer to post potential opportunities that may arise during the specified time period.

The posting period for a regular posting under Article 6 is for a period of at least ten (10) working days and a posting for MCR is for a period of at least fifteen (15) working days.

Under Article 6 if the same vacancy or new position (for example: new position with same job title and classification) occurs within fourteen (14) months of the closing date

and is within 125 kilometers of the work location of the previous posting, the Employer may reach-back into the competition and make job offers to qualified candidates in rank order. The manager has the option of reaching-back into the previous competition or choosing to fill through a new posting.

If a position has been posted through MCR there is an eligibility list of qualified candidates established and candidates are ranked based on their qualifications and ability to perform the job. If a vacancy arises within eighteen (18) months of the closing of the posting then the **eligibility list** from the MCR posting must be used until it is exhausted.

### **How are the eligibility list used?**

The results of the competition will be used to establish an eligibility list of qualified candidates and rank the candidates based on their qualifications and ability to perform the job as determined by the competition.

Separate eligibility lists will be established for each work location identified in the posting. Vacancies can only be filled in the locations identified in the original posting.

Candidates will be advised of their rank order after completion of the competitive process.

The eligibility list will be used to fill positions for a period of eighteen (18) months from the date the posting closed.

Once an eligibility list has been created under this Appendix, the list will be used exclusively rather than running additional competitions or filling the position by alternative methods (excluding Targeted Direct Assignment or health reassignment process).

When an eligibility list is created, or when the Employer intends to use an eligibility list to fill a position, the Recruitment Consultant responsible for the competition file will send notification and details to the Ministry Employee Relations Committee (MERC) Co-Chairs of the appropriate Ministry in which the eligibility list and/or vacancy exists five (5) days prior to filling the vacancy.

### **If a candidate from the eligibility list declines a position, does he or she lose their place on the eligibility list?**

No, if the highest ranked candidate declines the position, then the position will be offered to the next highest ranked candidate. Candidates that decline a job offer shall continue to retain their rank on the eligibility list for future vacancies unless they withdraw.

Those who have accepted an offer shall be taken off the eligibility list for the workplace in which they have accepted the offer but will remain on the eligibility lists for other work locations they have identified.

## **What happens when the eligibility list is exhausted for a location?**

If the eligibility list is depleted for a location and a manager wishes to fill additional positions, they are able to do so in accordance with the Article 6.

## **What happens if there are no candidates from the eligibility list who accept a job offer?**

If no candidate from the eligibility list accepts a job offer under this process, the Employer will post the position and hold a competition with a 'restricted' area of search. This posting shall be in accordance with **Article 6** however the position will be posted for a period of **at least five (5) working days**.

If there are no qualified candidates from the restricted competition, the Employer can post the competition with an 'open' area of search.

## **How long are positions posted when using MCR?**

The posting period will be for at least fifteen (15) working days prior to the established closing date, however if there is an insufficient number of potential qualified candidates, the posting period may be extended.

## **Are positions filled through MCR available for targeted direct assignment or the health reassignment process?**

Yes, before an offer can be made, the position is to be posted only for employees eligible for a targeted direct assignment. Employees in need of health reassignment must also be considered, prior to filling the vacancy through the MCR process.

If no employee is matched to the vacancy through a targeted direct assignment or health reassignment process, job offers can then be made to the highest ranked candidate from the eligibility list for each position.