

Job Posting Procedure

Guidelines | Craft and Services Collective Agreement

Working Together

- ▶ In June 2008, as part of the new Collective Agreement, Bell and the CEP agreed to work together to enhance the Job Posting Procedure for Craft and Services employees.
- ▶ Representatives of both parties met in Montréal and, after many weeks of discussions, reached a “win-win” agreement on an improved and simplified Job Posting Procedure.
- ▶ The new procedure takes seniority and qualifications into account while also enhancing our ability to have the right person at the right place with the right skills, a situation that benefits everyone -- our employees, our customers and the company.



Guidelines

- ▶ The intent of these guidelines is to provide you with more details and examples pertaining to the improved and simplified Job Posting Procedure.
- ▶ Please consult the Collective Agreement for more information.
- ▶ Questions should be addressed to your immediate supervisor. Leaders should contact their Labour Relations Consultant.

Legend



Steps of the Procedure



Related Article



Related Section



Memorandum of Agreement



Letter of Intent



When providing examples, headcount difference of a district

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Overview

Job Posting Procedure

Overview

Job Posting Procedure

The Job Posting Procedure is a simple 3-step process:



Post a Job

For 10 business days

- ▶ **The “Company-Wide” Job Posting Procedure applies when a district wishes to:**
 - Permanently increase the number of its Regular employees; or
 - Permanently replace a Regular employee who has left the district, unless the replacement is to fill a position left vacant following a job posting.
- ▶ **A district may elect to issue an “Internal District” Job Posting for transferring or reassigning employees when no permanent additions / replacements are made to the Regular employee staff instead of resorting to Article 22.**



Select an Employee

Within 20 business days of the end of the posting

- ▶ **The most senior qualified employee within the bargaining unit will be selected for the opened position, with priority given to employees with the same occupational title.**



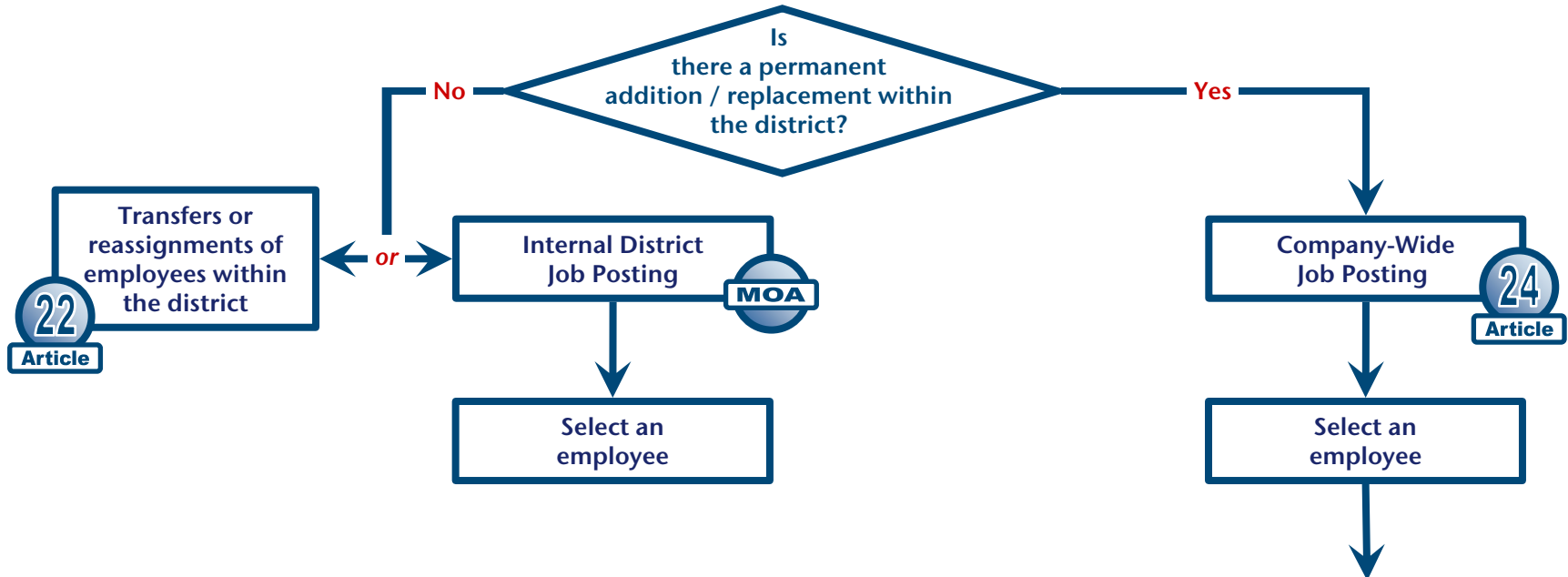
Backfill the Position(s)

Within 40 business days of the employee selection

- ▶ **A district has several well defined options for filling a position left vacant by an employee who has been selected via a Job Posting, if it so wishes.**

Overview (cont'd)

Job Posting Procedure



Districts may use one or many of the following options when backfilling positions left vacant following the selection of a candidate via a Company-Wide Job Posting:

- Issue a Company-Wide Job Posting;
- Issue an Internal District Job Posting;
- Transfer or reassign an employee within the district;
- *When the candidate selected for the initial Company-Wide Job Posting comes from the same district: transfer or reassign an employee coming from outside the district;*
- *When the Company issued a Company-Wide Job Posting to backfill a position left vacant following a Company-Wide Job Posting: transfer or reassign an employee coming from outside the district;*
- Elect not to backfill.

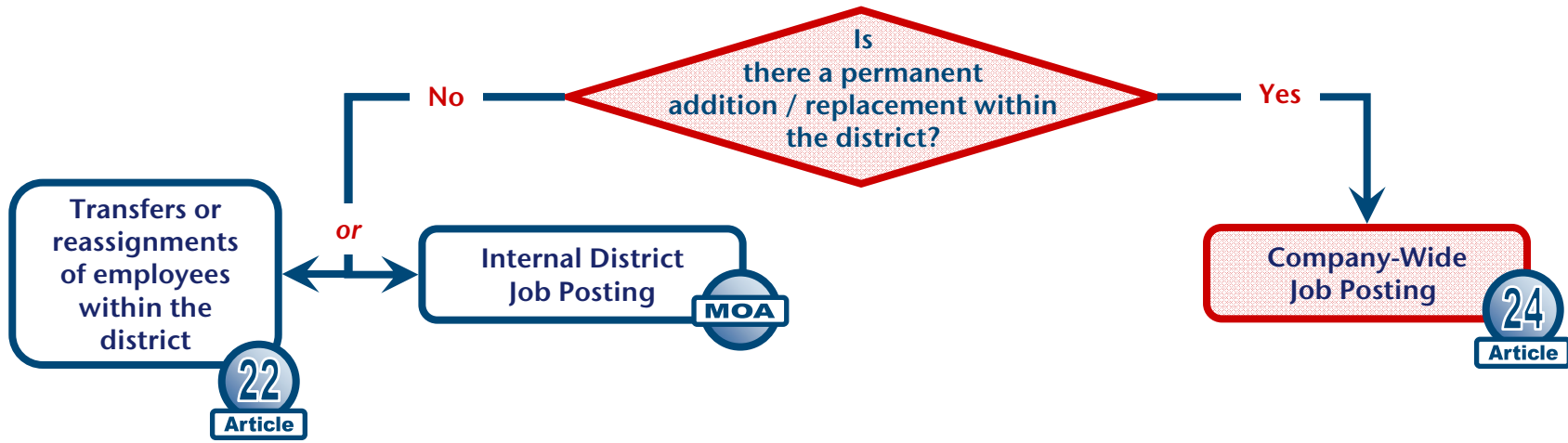


Step 1: Post a Job

Job Posting Procedure

Permanent Additions or Replacements

Step 1: Post a Job



- 24.01** ▶ The Job Posting Procedure applies when a district wishes to:
- Permanently increase the number of its Regular employees; or
 - Permanently replace a Regular employee who has left the district, unless the replacement is to fill a position left vacant following a job posting, in which case Section 24.04 will apply.
- ▶ A Company-Wide Job Posting is not required if the movement of employees within a district does not result in an increase in the total number of Regular employees.
- ▶ The Job Posting Procedure applies to Regular Full-Time or Regular Part-Time employees and excludes Temporary and Regular Term employees.

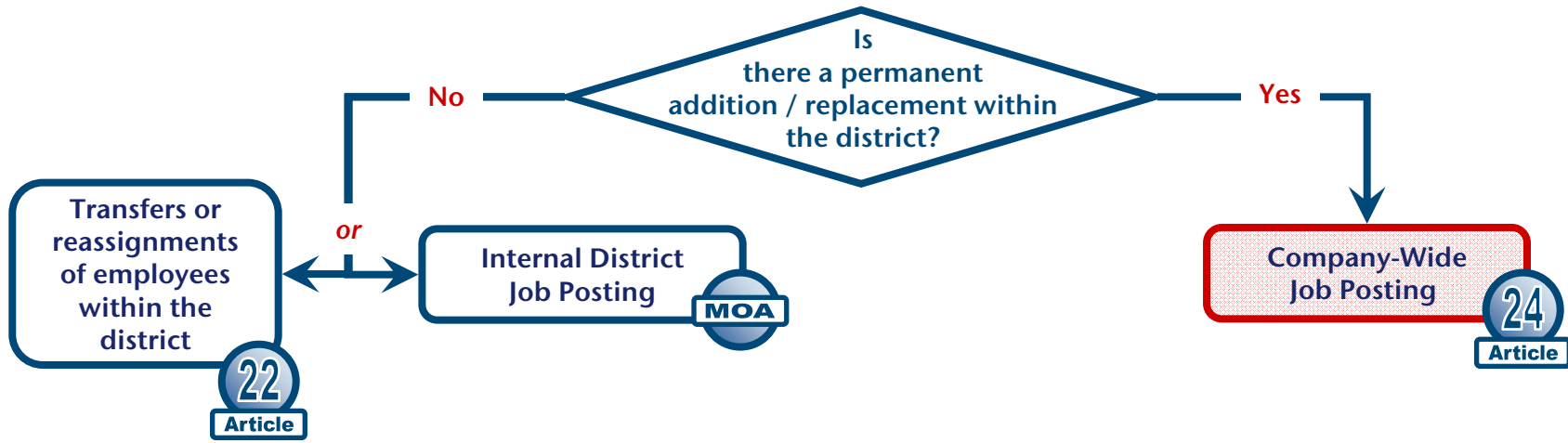
Permanent Additions or Replacements, Examples

Step 1: Post a Job

Examples	Action Required
<ul style="list-style-type: none"> • A district totalling 100 Regular employees is looking to add one Regular Full-Time position. • The district's total number of Regular employees will be increased to 101. 	Company-Wide Job Posting
<ul style="list-style-type: none"> • A district totalling 100 Regular employees is looking to add one Regular Term position. • The district's total number of Regular employees will remain at 100. 	External Hiring
<ul style="list-style-type: none"> • A district, previously comprised of 100 Regular employees, is now totalling 99 Regular employees following the retirement of a Regular technician. • The district is looking to replace the Regular employee who left on retirement. • The district's total number of Regular employees will return to 100. 	Company-Wide Job Posting
<ul style="list-style-type: none"> • A district, previously comprised of 100 Regular employees, is now totalling 99 Regular employees following the retirement of a Regular technician. • The district will not replace the employee who left on retirement but will transfer or reassign employees within his district . • The district's total number of Regular employees will remain at 99. 	Internal District Job Posting –AND/OR– Resort to Article 22

Company-Wide Job Posting

Step 1: Post a Job



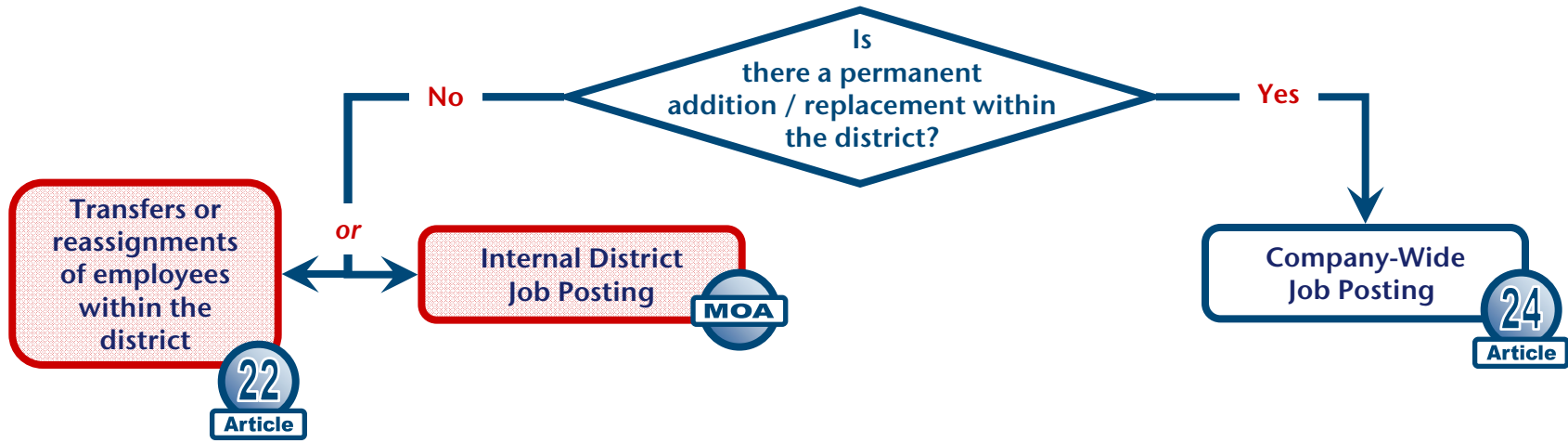
24.02 (a) ▶ Available position will be posted electronically for ten (10) working days.

- Postings will be done through the Jobs@Bell website (Workopolis)
- If the posting is issued before noon, the first day of the 10 working day period shall be that day.
- If the posting is issued after noon, the first day of the 10 working day period shall be the next day.
- No postings shall be issued on Mondays so as to allow employees returning from vacation to apply on available positions.

24.02 (d) ▶ Cancellation of postings must be done within the first five (5) working days (only for valid reasons).

Transfers, Reassignment and Internal District Job Posting

Step 1: Post a Job



MOA
22
 Article

▶ For transferring or reassigning employees within a district, and when no permanent additions/replacements are made to the Regular employee staff, a district may:

- Elect to issue an Internal District Job Posting so as to select the most senior candidate from among those who are qualified within the district; or
- Resort to Article 22 (transfers and reassignments of employees within the district).

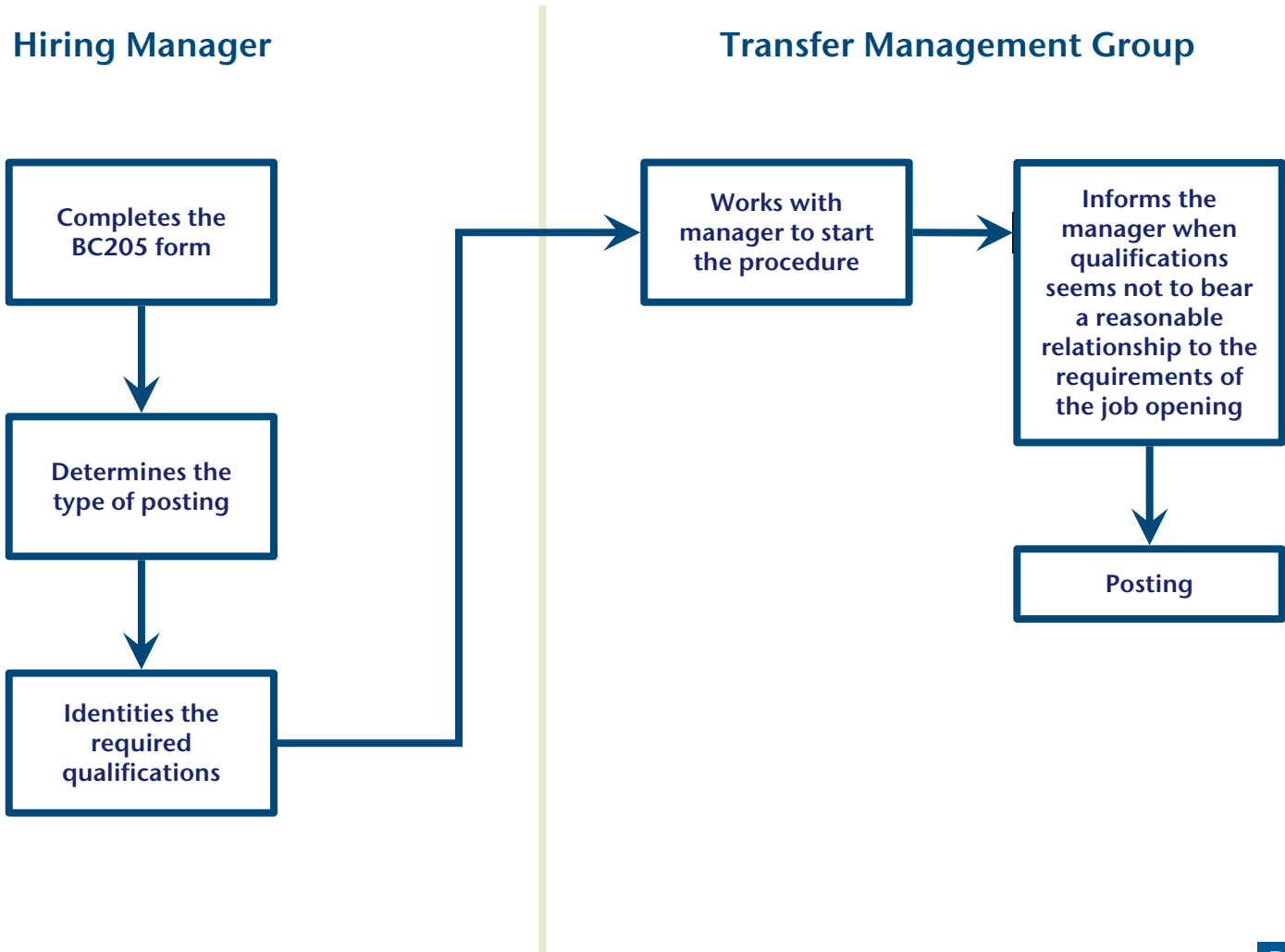
▶ Sections 24.02, 24.05 to 24.10 inclusive and subsections 24.03 (a) and (b) governing the Job Posting Procedure shall apply to the Internal District Job Posting, taking into account the necessary adjustments.



Step 2: Select an Employee Job Posting Procedure

Issuing a Job Posting

Step 2: Select an Employee



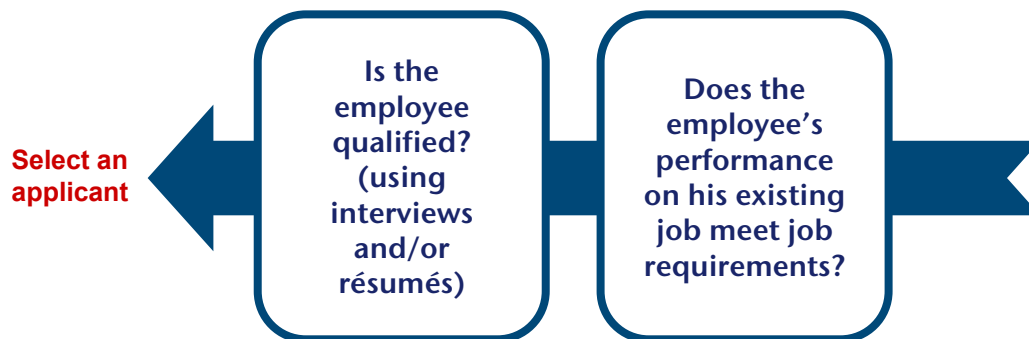
Selecting an Employee

Step 2: Select an Employee

Transfer Management Group's Responsibilities (TMG)

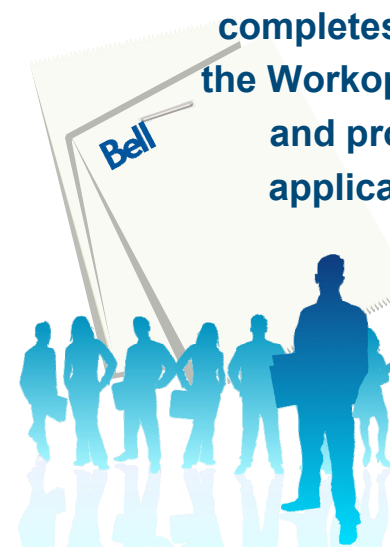


Hiring Manager's Responsibilities



Remember to document and keep your notes

Transfer Management Group completes a job match using the Workopolis questionnaires and provides the list of applicants to the hiring manager



Being Considered for a Posted Position


Step 2: Select an Employee

24.10 ▶ The Job Posting Procedure applies to Regular Full-Time or Regular Part-Time employees and excludes Temporary and Regular Term employees.

24.02 (b) ▶ An applicant wishing to be considered by the Company must respond to the job posting within the posting period; which is ten (10) working days.


24.02 (c) ▶ It is understood that an applicant may only be considered for the posted position provided that:

24.02 (c)(i)



- the applicant's performance on his existing job meets job requirements; meaning that the employee is meeting the basic requirements of his job, is not subject to a performance improvement plan and his general performance is satisfactory. For example, an employee will not be disqualified for reasons of one or two absences, one or two lates or one or two minor quality defects.

24.02 (c)(ii)



- the applicant is qualified to perform the required work within such period of time as may be reasonably required but in any event not more than ten (10) working days familiarization period. *(see next slides for further details on qualifications)*

Qualifications

Step 2: Select an Employee

- ▶ **The required qualifications will be determined by the hiring manager and the company will select the most senior candidate among those who are qualified.**
- ▶ **The company must be reasonable in determining the required qualifications for filling a given position.**
- ▶ **It is understood that job qualifications will bear a reasonable relationship to the requirements of the job opening and it is further understood that qualifications for jobs of the same type will not be dissimilar.**
- ▶ **Qualifications may vary depending on the level of knowledge required to perform a specific function.**
- ▶ **The company will make use of Workopolis questionnaires and may rely on interviews and/or résumés to evaluate each candidate's qualifications.**

Qualifications, Examples

Step 2: Select an Employee

Job qualifications will bear a reasonable relationship to the requirements of the job opening

Examples	Reasonable Relationship?
<ul style="list-style-type: none"> The company is issuing a job posting for 1 Frameman. The hiring manager is asking for XYZ and ABC certified technicians. Those certifications are not requested by our customers and are not required for this job. Is asking for a XYZ and ABC certifications considered a reasonable relationship to the requirements of the job opening? 	<p>No.</p>
<ul style="list-style-type: none"> The company is issuing a job posting for 1 Bus Techs I certified in ABC or with equivalent work experience. Employees working in this position will be maintaining ABC's equipments and certification / equivalent work experience is imperative. Is asking for a formal certification in ABC –OR– equivalent work experience considered a reasonable relationship to the requirements of the job opening? 	<p>Yes. However, a senior qualified candidate with equivalent work experience will be selected before a junior “certified” candidate unless the customer requires the employee to be officially certified.</p>
<ul style="list-style-type: none"> The company is issuing a job posting for 20 Bus Techs I certified in XYZ. Employees working in this new team will be contacting the vendor's L3 support to resolve customer's issues. As per the vendor's requirements, every technician contacting his support team must be certified in XYZ. Is asking for a formal certification in XYZ considered a reasonable relationship to the requirements of the job opening? 	<p>Yes, since the formal certification is required by the vendor for this job.</p>



Qualifications, Examples (cont'd)

Step 2: Select an Employee

Qualifications for jobs of the same type will not be dissimilar

Examples	Is it considered dissimilar?
<ul style="list-style-type: none"> • A manager is looking to replace a very senior and experienced technician who left on retirement. • Although the qualifications required are similar to the ones' possessed by the team, the manager is looking to replace the very senior and experienced technician by a technician as qualified and with the same level of knowledge. As a result, the manager is asking for very specific / technical qualifications. • Can we ask for very specific / technical qualifications in this case? 	<p>Yes. Furthermore, asking for very specific / technical qualifications on one posting does not forfeit the manager's right to ask for less qualifications on a subsequent posting.</p>
<ul style="list-style-type: none"> • A manager is looking to replace a very senior and experienced technician who left on retirement. • However, the manager is ready to train a less experienced technician since other technicians within his team are able to handle the workload. As a result, the manager is asking for almost no qualifications. • Can we ask for almost no qualifications in this case? 	<p>Yes. Furthermore, asking for almost no qualifications on one posting does not forfeit the manager's right to ask for very specific / technical qualifications on a subsequent posting.</p>
<ul style="list-style-type: none"> • A manager is issuing a job posting for 1 Bus Techs I certified in ABC or with equivalent work experience. Employees working in this position will be maintaining ABC's equipments and certification / equivalent work experience is imperative. Other employees working in the manager's team have the equivalent work experience but none are certified. • Can we ask for a formal certification in ABC –OR– equivalent work experience in this case? 	<p>Yes. Employees working in the manager's team might not be certified but they possess the equivalent work experience. Asking for a formal certification in ABC –OR– equivalent work experience is in line with the procedure.</p>



Selection Order

Step 2: Select an Employee

24.03 ▶ From among the applicants for the position, the Company shall select the most senior candidate from among those who are qualified, in the following order:

- a) an employee with the same Occupation (Bus Tech, CO Tech, CR)
- b) any other employee of the bargaining unit
- c) an employee identified in application of Article 22
- d) a person originating from:
 - Operator Services group; or
 - Clerical and Associate Employees group; or
 - Communications Sales Employees group
- e) a qualified employee represented by CEP from a member company of the Bell family located in Quebec or in Ontario
- f) any other person.

In no particular order

Bell Technical Solutions
Bell Aliant
Expertech

Selecting the Most Senior Qualified Employee: Example 1

Step 2: Select an Employee

24.03

- ▶ A hiring manager issued a job posting for a Cable Repair Technician
- ▶ The Transfer Management Group completed the job match using the Workopolis questionnaires and provided a list of applicants to the hiring manager who evaluated the qualifications:

Candidate's Name	Seniority	Critical Qualifications			Total Qualifications
		1	2	3	
Richard T.	35 years	✓	✗	✗	1 / 3
Nick A.	32 years	✓	✓	✓	3 / 3
Steve D.	27 years	✗	✓	✓	2 / 3
Mary G.	26 years	✗	✗	✗	0 / 3
Scott F.	12 years	✓	✓	✓	3 / 3
Phil J.	7 years	✓	✓	✓	3 / 3

← *Selected for the position*

Selecting the Most Senior Qualified Employee: Example 2

Step 2: Select an Employee

24.03 ▶ A hiring manager issued a job posting for a Bus Tech I

▶ The Transfer Management Group completed the job match using the Workopolis questionnaires and provided a list of applicants to the hiring manager who evaluated the qualifications:

Candidate's Name	Seniority	Critical Qualifications			Total Qualifications
		1	2	3	
Richard T.	35 years	✓	✓	✓	3 / 3
Nick A.	32 years	✓	✓	✓	3 / 3
Steve D.	27 years	✗	✓	✓	2 / 3
Mary G.	26 years	✓	✓	✓	3 / 3
Scott F.	12 years	✓	✓	✓	3 / 3
Phil J.	7 years	✓	✓	✓	3 / 3

← *Selected for the position*

Selecting the Most Senior Qualified Employee: Example 3

Step 2: Select an Employee

24.03 ▶ A hiring manager issued a job posting for a CO Tech I

▶ The Transfer Management Group completed the job match using the Workopolis questionnaires and provided a list of applicants to the hiring manager who evaluated the qualifications:

Candidate's Name	Seniority	Critical Qualifications			Total Qualifications
		1	2	3	
Richard T.	35 years	✓	✗	✓	2 / 3
Nick A.	32 years	✓	✓	✗	2 / 3
Steve D.	27 years	✗	✓	✗	1 / 3
Mary G.	26 years	✓	✗	✓	2 / 3
Scott F.	12 years	✗	✓	✓	2 / 3
Phil J.	7 years	✓	✗	✓	2 / 3



None is selected for the position as no technicians have the qualifications required

Freeze Period

Step 2: Select an Employee

- 24.08** ▶ An employee cannot apply for a job posting for 24 months after his hiring or rehiring or if he has been selected for a position following a job posting.
- ▶ However, the freeze period will be lifted immediately if the company changes the employee's reporting centre, and he will then be able to apply for other positions.
- ▶ An employee who is placed in the bargaining unit as part of a merger and/or acquisition cannot apply for a job posting (e.g. employee is frozen) for the first six months following placement.

Situations	Freeze Period	Freeze period will be lifted:
Following the employee's appointment to a position resulting from an application under the Job Posting Procedure	24 months	When the employee's reporting centre is changed by the Company
Following the employee's placement in the bargaining unit as part of a merger and/or acquisition	6 months	N/A



Closing the Loop

Step 2: Select an Employee

24.07

▶ **It is understood that service requirements may prevent a successful applicant from immediately assuming a permanent position for which he has applied**

- Nevertheless the date on which an applicant can be released from his current job shall not prevent him from being selected for a permanent position.
- Positions may be filled temporarily pending the final availability of the employee selected for the job.
- In addition, and as per corporate guidelines, such period shall not exceed 45 days.

24.05

▶ **The Transfer management Group is responsible to provide information to designated Officers of the Union concerning the posted position and results of the posting. The TMG is also responsible for sharing the results of the posting to all applicants.**

- However, it is strongly recommended that the hiring manager contacts each applicant interviewed for the position.

24.09

▶ **When a permanent relocation is arranged as a result of an application under the Job Posting Procedure, the cost of the relocation will be borne entirely by the employee and that location will become his reporting centre on the first day he reports.**





Step 3: Backfill the Position(s) Job Posting Procedure

Overview


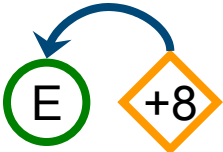

Step 3: Backfill the Position(s)

- ▶ **Districts may use one or many of the following options when backfilling positions left vacant following the selection of a candidate via a Company-Wide Job Posting:**
 - Issue a Company-Wide Job Posting;
 - Issue an Internal District Job Posting;
 - Transfer or reassign an employee within the district;
 - *When the candidate selected for the initial Company-Wide Job Posting comes from the same district:* transfer or reassign an employee coming from outside the district;
 - *When the Company issued a Company-Wide Job Posting to backfill a position left vacant following a Company-Wide Job Posting:* transfer or reassign an employee coming from outside the district;
 - Elect not to backfill.

- ▶ **The transfer or reassignment of an employee coming from outside the district pursuant to Article 22 is limited to one for each position left vacant as the result of a Company-Wide Job Posting.**

Example 1





Step 3: Backfill the Position(s)

Sections	Situation	District Headcount
24.01 (a)	Situation: Circle district is looking to add an employee to handle an increase in its workload.	
24.02 24.03	Post & Select: Circle district issues a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from the diamond district). Posting #: 01-A	
24.04 (a)(iv)	Backfill: Diamond district was already at +9 and elects not to backfill the position.	

End of the procedure, Posting # 01-A is closed

Example 2

Step 3: Backfill the Position(s)




Sections	Situation	District Headcount
24.01 (a)	Situation: Circle district is looking to add an employee to handle an increase in its workload.	
24.02 24.03	Post & Select: Circle district issues a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from the diamond district). Posting #: 02-A	
24.04 (a)(iii)	Backfill: Diamond district needs to backfill the position and elects to issue a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from the square district). Posting #: 02-B	
24.04	Square district now has the following options: <ul style="list-style-type: none"> • Issue a Company-Wide Job Posting; • Issue an Internal District Job Posting; • Transfer or reassign an employee within the district; • Transfer or reassign an employee coming from outside the district; • Elect not to backfill. 	

Postings # 02-A and # 02-B are closed



Example 3

Step 3: Backfill the Position(s)





Sections	Situation	District Headcount
24.01 (a)	Situation: Circle district is looking to replace an employee who left on retirement.	
24.02 24.03	Post & Select: Circle district issues a Company-Wide Job Posting. No technicians applied on the job (or none was qualified). Posting #: 03-A	
24.03 (c) 22	Select: Circle district elects to transfer or reassign an employee identified in application of Article 22 (coming from the square district).	

End of the procedure, Posting # 03-A is closed



Example 4

Step 3: Backfill the Position(s)





Sections	Situation	District Headcount
24.01 (a)	Situation: Circle district is looking to replace an employee who left on retirement.	
24.02 24.03	Post & Select: Circle district issues a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from its own district). Posting #: 04-A	
Circle district still needs to replace one position by adding one technician.		
24.04 (a)(ii) 22	Backfill: Circle district elects to transfer or reassign an employee identified in application of Article 22 (coming from the square district).	

End of the procedure, Posting # 04-A is closed

Note: to permanently replace the employee, square district would have to issue a Company-Wide Job Posting.




Example 5

Step 3: Backfill the Position(s)

Sections	Situation	District Headcount
MOA	Situation: A DTOS technician in the diamond district left on retirement. Diamond district will not replace the employee and decides to complete internal employee movements.	
MOA	Post & Select: Diamond district issues an Internal District Job Posting. The most senior qualified technician is selected for the position (coming from its own district).	
24.01 (a)	Diamond district now realizes that it needs to replace the employee who took the DTOS job and decides to increase its headcount.	
24.02 24.03	Post & Select: Diamond district issues a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from the square district). Posting #: 05-A (which is closed following the selection of the employee)	
24.04	Square district now has the following options: <ul style="list-style-type: none"> • Issue a Company-Wide Job Posting; • Issue an Internal District Job Posting; • Transfer or reassign an employee within the district; • Elect not to backfill. 	

Example 6


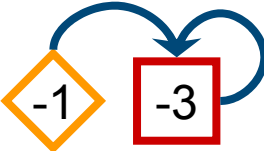

Step 3: Backfill the Position(s)

Sections	Situation	District Headcount
24.01 (a)	Situation: Square district is looking to add 5 employees for the same position.	
24.02 24.03	Post & Select: Square district issues one (1) Company-Wide Job Posting for five (5) positions. The five (5) most senior qualified technicians are selected for the positions (coming from its own district). Posting #: 06-A	
24.04 (a)(ii)	Backfill: Square district elects to backfill the positions under Article 22 by transferring or reassigning 3 employee from the circle district and 2 employees from the diamond district.	

End of the procedure, Posting # 06-A is closed

Example 7




Step 3: Backfill the Position(s)

Sections	Situation	District Headcount
24.01 (a)	Situation: Square district is looking to add 5 employees for the same position.	
24.02 24.03	<p>Post & Select: Square district issues one (1) Company-Wide Job Posting for five (5) positions. Three (3) most senior qualified technicians are selected for the positions and are coming from its own district. The two (2) remaining most senior qualified technicians are coming from the diamond district.</p> <p>Posting #: 07-A</p>	
24.04	<p>Backfill for Square District:</p> <p>Square district now has the following options:</p> <ul style="list-style-type: none"> • Issue a Company-Wide Job Posting; • Issue an Internal District Job Posting; • Transfer or reassign an employee within the district; • Transfer or reassign up to 3 employees coming from outside the district (the 3 selected candidates that came from its own district); • Elect not to backfill. 	

End of the procedure for square district, Posting # 07-A is closed
Backfill for Diamond District on the next slide

Example 7

Step 3: Backfill the Position(s)

Sections	Situation	District Headcount
24.04	<p>Backfill for Diamond District:</p> <p>Diamond district now has the following options:</p> <ul style="list-style-type: none"> • Issue a Company-Wide Job Posting; • Issue an Internal District Job Posting; • Transfer or reassign an employee within the district; • Elect not to backfill. 	
<p>24.04 (a)(iii)</p> <p>24.04 (a)(iv)</p>	<p>For the purpose of this example, the diamond district elects to replace only 1 of the 2 technicians that were selected on the initial job posting (# 07-A).</p> <p>Diamond district issues a Company-Wide Job Posting. The most senior qualified technician is selected for the position (coming from the circle district).</p> <p>Posting #: 07-B</p>	
24.04	<p>Backfill for Circle District:</p> <p>Circle district now has the following options:</p> <ul style="list-style-type: none"> • Issue a Company-Wide Job Posting; • Issue an Internal District Job Posting; • Transfer or reassign an employee within the district; • Transfer or reassign an employee coming from outside the district; • Elect not to backfill. 	

End of the procedure, Posting # 07-B is closed



Links

Job Posting Procedure

Links

Jobs@Bell

- ▶ Click the link below to access the internal Jobs@Bell website
<http://bell.workopolis.com/internal/cep/index.html>

Your Job Search

- ▶ Click the link below to consult all available job postings
http://jobs.workopolis.com/jobshome/db/bellcep.featured_joblist?pi_employer=17707
- ▶ Alternatively, you can create CareerAlerts| and receive an email notification when new jobs are posted on the website. Click the link below to create personalized CareerAlerts!
http://jobs.workopolis.com/jobshome/db/bellcep2.saved_job_alert_start

Links (cont'd)

Your Résumé

Jobs@Bell provides you with the tools you need to create your résumé. The résumé assistant contains a reference guide, templates and a self-guided workbook with everything you need.

- ▶ Click the link below to access the résumé assistant

http://bell.workopolis.com/internal/cep/myres_assist.html

- ▶ Alternatively, you can download a comprehensive résumé guide by clicking the link below.

http://bell.workopolis.com/internal/_documents/résuméguide_en.doc

- ▶ Once your résumé is drafted, click the link below to access the résumé manager and upload your résumé in your Jobs@Bell profile

<http://jobs.workopolis.com/jobshome/db/bellcep.homepage?ord=20090130151529>