



EXECUTIVE COUNCIL PROCEDURES FOR SUBMISSIONS RECOMMENDING DIRECT APPOINTMENTS

CABINET SUBMISSIONS GUIDELINES

The following guidelines apply to direct appointments to the public service.

GUIDELINES

1. Cabinet approval is required prior to any direct appointments to the public service.
2. Cabinet approval for a direct appointment may be sought in the following circumstances:
 - (a) to support the career development of long-term employees (i.e., one with five or more years of service) who have demonstrated both ability and commitment to the organization;
 - (b) to support the advancement of an existing employee who has successfully completed formal training/preparatory assignment directly related to the proposed appointment;
 - (c) when a direct appointment would ensure that specialized and unique experience is retained within the public service;
 - (d) to resolve an undesirable work situation (e.g., marriage between two employees in a supervisor/subordinate relationship);
 - (e) to obtain necessary managerial, technical or operational expertise that is not currently available within the Government of the Northwest Territories;
 - (f) to support the career development of an affirmative action candidate from outside the public service where an open competition would not be an appropriate way of filling the position;
 - (g) to fill a position when recent recruitment practices for similar positions indicate that an open competition would be unproductive;
 - (h) to fill a position when there is reasonable and sufficient evidence to suggest that other candidates could not successfully compete with the proposed candidate;

- (i) to support the training and development of an individual where a position has been difficult to fill and the only potential candidate requires some time in a trainee capacity to reach the appropriate skill level;
- (j) to provide for the training and development of an individual who has successfully screened in through a publicly advertised expression of interest process undertaken by the Department of Finance;
- (k) to appoint, on a term basis to intern positions, northern graduates eligible under the Graduate Internship Program; or
- (l) when alternative methods of staffing such as open competition and limited competition have been considered and determined to be inappropriate.

3. Direct appointments may also be requested for extraordinary circumstances such as:

- (a) appointment of individuals hired on a term basis for Ministerial staff positions;
- (b) appointment of individuals when an outside agency or group becomes part of the public service and the status of existing staff needs to be confirmed;
- (c) appointment of individuals to positions that provide direct administrative support to deputy heads; and
- (d) appointment of individuals that provide dedicated policy support and analysis services directly to a deputy head.

4. The direct appointment Decision Paper format should be followed when seeking Cabinet approval for a direct appointment.

5. The Department of Finance's Policy Division is required to review the draft decision paper prior to it being submitted for Cabinet consideration.

6. For direct appointments of existing casual and term employees of the Government of the Northwest Territories, the Decision Paper seeking Cabinet direction should be considered by Cabinet at least one month prior to the employee's end date in their current position.



Premier and Chair of the Executive Council