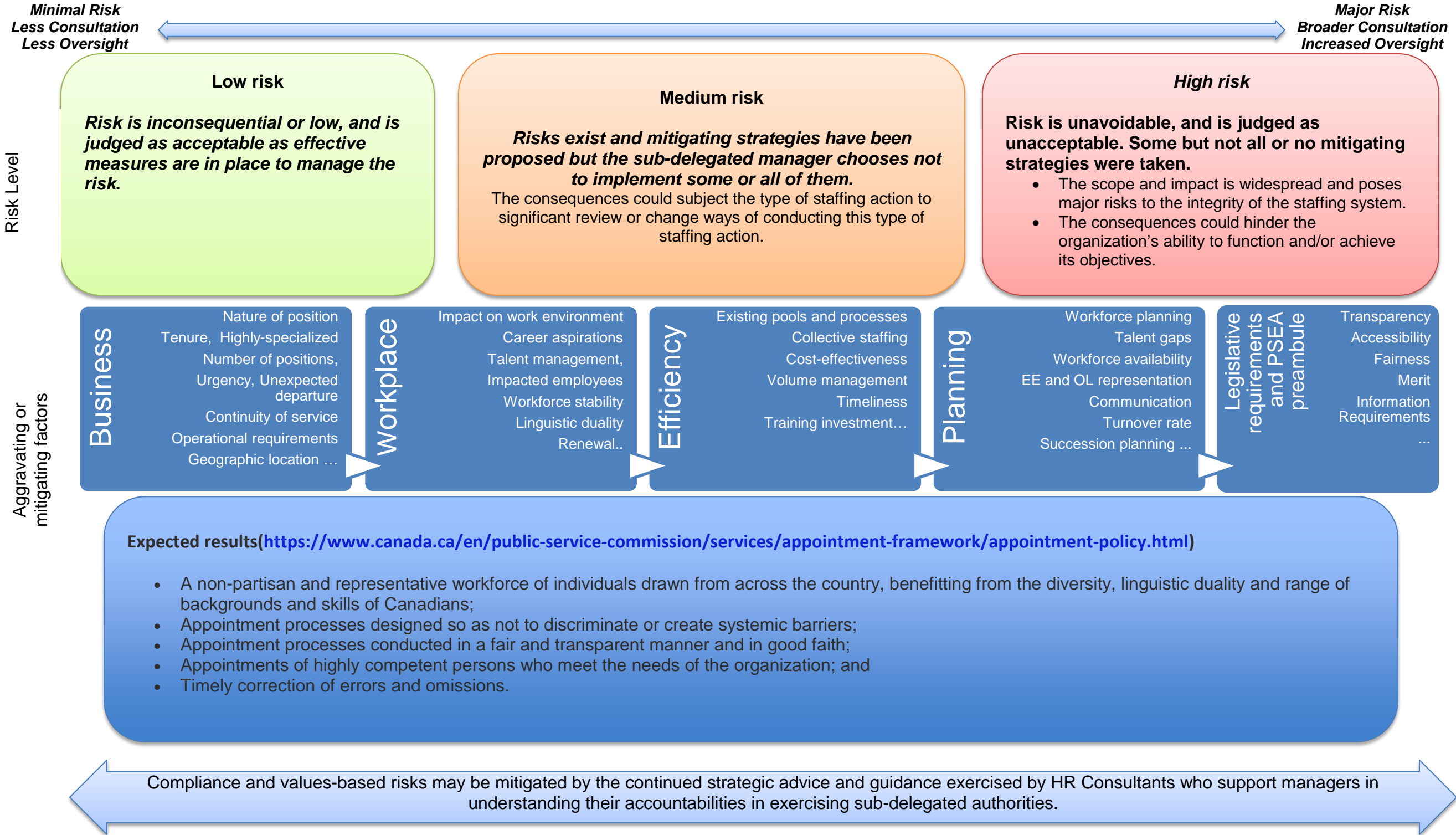


o Annex A - Staffing Risk Levels



- **Annex A - Staffing Risk Levels**

Notes Annex A

Consultation

Low risk actions only require sub-delegated management involvement; medium/ high risk actions require a broader management consultation. Prior to escalating a given staffing action, the HR Consultant (HRC) must first discuss concerns with the sub-delegated manager responsible for the appointment process, and propose mitigation strategies. Refer to Annex B for details on the escalation process.

Oversight

HR Consultants will document advice and guidance and related decisions appropriately, this information will be used for monitoring and reporting purposes.

High-Risk Staffing actions that required escalation to the final management level will be closely monitored and results will be reported to the Deputy Minister as part of ongoing reporting mechanisms.

Risk Levels:

HRC's have the ability to raise or reduce the risk level based on situation specific factors that apply.

Staffing actions that contravene existing legislative and policy must be addressed immediately. (I.e. Merit is not met, Political Influence, Discrimination or systemic barriers, Priorities persons were not given due consideration and improper conduct / Fraud, Appointment based on personal favoritism)

Non-compliance is not a risk, but rather an issue that must be addressed immediately.

Aggravating or mitigating factors

The table provides examples of considerations when determining the risk level for a staffing action- it is not exhaustive. It is a sample of aggravating and mitigation factors that could be discussed. Managers and HRC's are also supported by several frameworks to make staffing decisions that best enable the achievement of desired business and workforce outcomes.