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| **SOP Name:** | System Expression of Interest Process |
| **Effective Date:** | February 20, 2023 |
| **Next Review Date:** | February 20, 2024 |
| **Revision Dates:** | - |
| **Related SOPs, Directives, Policies, & Forms:** | - |
| **Other References:** | - |
| **Owner (HR area):** | Director of Talent Management |

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| **Purpose:** |
| The purpose of this SOP is to outline the process to execute a system expression of interest (EOI) to assist leaders in filling vacant shifts that require replacement. The intent of a system EOI is to broadly advertise these vacant shifts to all Health PEI employees or employees within a specific classification to solicit volunteers who may be able to fill them. |

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| **General Introduction:** |
| System EOIs are sometimes needed to help advertise and fill vacant shifts which require replacement and that cannot be staffed from within a specific area. Before engaging in a system EOI, reasonable efforts must be made from within the requesting area to fill any vacant shifts. Provisions in the respective collective agreements shall be followed to offer vacant shifts to existing full-time, part-time, or casual staff within the area prior to a system EOI. |

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| **Scope:** |
| Scope of this standard operating procedure applies to all areas within Health PEI. |

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| **Terms & Definitions:** | |
| Area | A work unit, facility, department, or division within Health PEI. |
| Manager | Healthcare leader responsible for the oversight of an area requesting a system EOI to fill vacant shifts. |
| Human Resources Manager | Human Resources Manager responsible for the area requesting a system EOI to fill vacant shifts. |

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| **Procedure Steps:** | | |
| **#** | **Description** | **Responsible** |
| **1** | The Manager requesting the system EOI is responsible to complete the attached EOI Template with the vacant shifts that are required to be filled. Once complete, the Manager sends the completed EOI Template to the Human Resources Manager responsible for their area and the Executive Assistant to the ED of Human Resources. | Manager |
| **2** | The Executive Assistant to the ED of Human Resources reviews the requested system EOI for approval. If the template is incomplete, the system EOI is sent back to the Manager at Step # 1 for revisions. If template is complete the Executive Assistant to the ED of Human Resources posts the system EOI to Staff Resource Centre (SRC) on the expressions of interest page for staff to view available shifts.  SLA to post the EOI is next business day. (Note that EOIs received on Friday will be sent out on the coming Monday.) | Executive Assistant to the ED of Human Resources |

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| **Approvals:** |
| Executive Director of Human Resources for approval to post EOIs. |

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| **Exceptions:** |
| Not applicable. |

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| **Application:** |
| This procedure is developed in conjunction with HR policies, practices and collective agreements and considered the guideline to be followed by every employee of the Human Resources department.  This procedure and its resulting processes have been developed as a result of a decision and commitment by all HR employees in order to function more effectively as a team.  This procedure will be periodically reviewed and updated as indicated. Any operational situations that cannot be adequately addressed using the prescribed SOP shall be immediately brought to the attention of the HR Manager. |
| **Attachments** |

