

Policy History
Policy No. HR3
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: April 12, 1990

Processing Staffing Requests Policy

This Procedure applies to the following new and replacement positions:

- Regular Administrative Positions
- Regular and Full Time Temporary (exceeding 4 months) faculty positions
- Regular and Full Time Auxiliary (exceeding 6 months) support staff positions

NOTE:

When an auxiliary support staff position exceeds 20 hours/week for a period in excess of 6 months' duration the position must be posted as a regular position (with the exception of specific projects). Therefore, if the administrative supervisor anticipates regularizing such an auxiliary position, the following process must be completed prior to the expiration of the 6 month auxiliary appointment.

1. The Administrative Supervisor:
 - a. initiates a completed Employee Request Form and forwards to the appropriate Vice President; and
 - b. prepares a rationale for the position which includes a general outline of the work to be performed; the reasons(s) why the position should be approved; the cost implications (for new or changed position); the impact on the University and its service to students, either directly or indirectly; requirements for work space, furniture, equipment and computing facilities.
2. The Vice President
 - a. takes requests that he/she supports to the President's Group
 - b. where the President's Group recommendation is to fill the position, and the President concurs, the Employee Request Form is signed and forwarded to Human Resource Services for action

- c. where the Management Team recommendation is not to fill the position, the Vice President may seek approval to fill the position from the President
 - d. if approval to fill the position is not received, the initiating Supervisor is advised by the Vice President responsible.
3. The Vice President advises the President's Group when a replacement position, which falls under the definition in (1) above, is not filled.