KPU | KWANTLEN POLYTECHNIC UNIVERSITY

HR26 Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff Procedure

Category: HR (Human Resources)
Effective Date: April 11, 2023
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Vice President Human Resources

A. Definitions

1. **External Regulatory Framework:** the external regulatory framework includes: the Canada Revenue Agency (CRA),
    a. the Financial Information Act (FIA),
    b. Statement of Financial Information (SOFI), and
    c. the Public Sector Employers' Council (PSEC) which implements provincial government policy by setting, coordinating and reporting strategic directions in human resource management and labour relations for the broad public sector.

B. Procedures

The University maintains updated procedures related to the search advisory, appointment and re-appointment, terms of employment, employment agreements, letters of offer, termination and other matters related to all administrative positions. These procedures are reviewed and updated regularly to reflect any changes resulting from the requirements of the external regulatory framework as well as internal requirements (such as the Board Governance Manual).

The following procedures will be maintained, documented and updated in consultation with the Board of Governors, the Board's Human Resource Committee and the university's Senate as appropriate:

1. **President:** as identified in policy HR22 and the Board Governance Manual, duties will be identified for Human Resource Services and the Board in the process of carrying out a search advisory, appointments and reappointments, terms of employment, employment agreements, letters of offer, terminations and other related matters to the President.
2. **All other administrative positions:** as identified in policies HR11 (G20), HR20 and HR25 and the Board Governance Manual, duties will be identified for Human Resource

Services, the President and the Board, as appropriate, in the process of carrying out a search advisory, appointments and reappointments, terms of employment, employment agreements, letters of offer, terminations and other related matters for all other administrative positions.

3. Standardized contracts of employment with senior executives, consistent with the Board Governance Manual and external regulatory framework requirements.
4. General Counsel, Financial Services, Senate and unions, will be consulted as required.
5. The collection, validation and certification of information for external regulatory framework submissions and reports.
6. The steps to ensure that, as required by Policy, pre-employment contracts are not used except in circumstances where the University requires a candidate to provide transitional services before s/he commences employment, and that all such contracts include reference to a timeframe, clear deliverables and payments that reflect the nature of the deliverables and to ensure that all such contracts receive the appropriate approvals and are reported in accordance with the internal and external regulatory framework.
7. The steps to ensure that the negotiation of contract terms is limited to those person(s) or group(s) who are assigned the responsibility for approving the candidates as specified in the Board Governance Manual, and that there is appropriate liaison with Human Resource Services to ensure that the contract terms are within external regulatory framework guidelines.
8. The steps to ensure that consistent processes and documentation are used for senior appointments and that the related documentation is included in the appropriate files within Human Resource Services.
9. All terminations will be handled according to human resource management principles following due process and with appropriate legal advice.

C. Related Policy

HR26 Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff Policy