

STAFFING – PERMANENT POSITIONS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-7 and B-8

Policy Number: HR-2

SCOPE

This policy applies to all employees at the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Appointment” refers to the assignment of a person to a specific position.

“Promotion” refers to the appointment of an employee to a position in which the salary scale maximum and level of responsibility are higher than those in the employee’s former position.

“Transfer” refers to the appointment of an employee to a position in which the salary scale maximum and level of responsibility are essentially comparable to those in the employee’s former position.

“Demotion” refers to the appointment of an employee to a position in which the salary scale maximum and level of responsibility are lower than those in the employee’s former position.

“Designated employee” refers to an employee who has been informed that his position has been abolished, as specified in *Employment Security Procedure* ([HR-4](#)).

“Vacant position” refers to an establishment position newly created or vacated by its incumbent by reason of resignation, retirement, internal transfer, discharge or death. Positions are not considered vacant for reasons of maternity leave, short term disability leave or other authorized leave; in some cases of long term disability leave, a position may be declared vacant.

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POLICY

1. The University recognizes the importance of employing competent and reliable employees, promoting their mobility within the University and responding to their career aspirations, in order to meet its operating objectives and to maintain its growth.
2. Candidates are selected on the basis of their professional qualifications, skills, aptitudes, language proficiency, experience and career aspirations in relation to the requirements of the position and institutional needs. The selection is carried out objectively, equitably and in compliance with relevant legislation.
3. Qualified candidates are considered in the following order:
 - a. designated employees
 - b. permanent employees
 - c. temporary, casual and research employees
 - d. external applicants.
4. The University encourages the fulfillment of its employees' career interest and aspirations. The staffing process therefore gives first consideration to University employees but does not exclude the possibility of external recruiting as part of specific human resources planning or staffing programs.
5. The University mandates Human Resources to coordinate all internal and external staffing activities for establishment positions, except for those governed by the *Policy on Senior Administrative Appointments* ([BD-5](#)) and the appointment of faculty members.
6. Decisions related to candidate selection and employment conditions are made by the Department Head concerned, in consultation with Human Resources and taking into account the provisions of the *Compensation Policy* ([HR-28](#)).

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7. Any employee hired, promoted, transferred or otherwise appointed to a vacant position is subject to a probationary or trial period as specified in policy *Probation and Trial Periods* ([HR-7](#)).
8. Internal Staffing
 - a. Vacant positions are posted throughout the University. The decision not to post a position or to limit the posting is made by the Department Head in consultation with Human Resources. Such a decision may be justified when it allows for a rationalization of employees or under special circumstances such as internal restructuring, transfers arising from employee development programs, specific external recruiting programs, or the re-assignment of a designated employee.
 - b. The University believes in interviewing internal candidates who meet the requirements for posted positions. Such candidates who have not been selected for an interview will be informed and may, if they so request, meet with an Employment Officer.
 - c. The University ensures that internal applications are treated with the necessary confidentiality. However, the qualifications of the selected candidate may be verified, in which case the candidate will be notified in advance.
 - d. Selected candidates must be appointed to their new position no later than one (1) month after their selection.
9. External Staffing
 - a. The Department Head concerned decides on the necessity to recruit externally. Human Resources collaborates with the Department Head in choosing the appropriate recruiting procedure, taking into account the effectiveness of the staffing process, costs, overall recruiting activities, the image of the University and professional recruiting ethics.
 - b. The Department defrays the costs of travel, lodging and meals, in accordance with the *Policy for Travel and other Allowable Expenses* ([CFO-3](#)), for candidates who

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are solicited for interviews and who do not reside in the immediate area (radius of 150 kilometers) of the designated location of the interview.

Procedure

10. The requisitioning department completes a Requisition for non-academic personnel and a Notice of Hire, acquires the approval of the Vice-President, or his representative, and submits it to Human Resources. Forms are available on the Human Resources web site.
11. Human Resources, in cooperation with the Department Head, screens all candidates that meet the requirements of the position and assists the Department Head in the identification of candidates that are selected for the short list.
12. Once a candidate has been selected, Human Resources makes the employment offer and informs all other interviewed candidates that the position has been filled.