

Number:	HRH-217
Title:	Staffing of Positions
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	September 23, 2015
Approved:	September 23, 2015 by the Council of Administration <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Council of Administration

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy Statement

The University aims to attract and retain the best applicants in order to fulfill its staffing needs.

2. Objective

In accordance with the above-mentioned policy statement, the University undertakes to:

- carry out staffing while respecting Ontario employment standards;
- encourage career advancement for its employees;
- encourage human resources planning;
- inform members of the staff about staffing principles and methods.

3. Definitions

Employee Status	Length of work week	Hiring authority	
Full-time, indefinite period	24 hours or more	Executive Committee	
Part-time, indefinite period)	Less than 24 hours	Executive Committee	
Contractual	Variable	Vice-Rector, Administration	Contract of less than 6 months
		Executive Committee	Contract of more than 6 months

4. Implementing Rules

4.1 Job description

- A. It is incumbent upon those responsible for administrative units to:
- update the job description to be posted by following the model established by Human Resources Services (HRS). HRS evaluates whether any changes require a re-evaluation of the position;
 - in the case of a new position, a job description must be drafted and a job evaluation completed and approved before hiring begins.

4.2 Recruitment

- A. It is incumbent upon those responsible for administrative units to make their staffing needs known. They must submit a request along with grounds justifying the position:
- to the Council of Administration when it comes to creating a position for an indefinite period;
 - to the Executive Committee when it comes to creating a position for a definite period.

- B. Any vacant position is posted internally to allow employees to be informed of it.

- C. Any internal or external postings must have prior approval from HRS.
- D. All applications must be sent to HRS.

4.3 Selection

- A. The HRS determines, together with the administrative unit concerned, the terms and selection criteria.
- B. Selection criteria must evaluate the overall competence of candidates.
- C. A series of assessment tools may be administered to evaluate candidates' skills.
- D. Stages in the selection process:
 - i) After the deadline for the position posting has passed, HRS does an initial selection of resumes received.
 - ii) HRS provides the supervisor of the vacant position the resumes and test results of candidates selected for interviews.
 - iii) HRS then invites the selected candidates for an interview.
 - iv) A grid of bilingual interview questions is jointly prepared by HRS and the supervisor of the position to be filled.
 - v) For the interview, the Selection Committee is composed, at a minimum, of the immediate supervisor and a member of HRS.
 - vi) Members of the Selection Committee express their observations, opinions and suggestions. Final responsibility for the selection of a candidate belongs to the supervisor. One report on the selection is kept by HRS.

4.4 References

All reference checks done by the supervisor of the vacant position or by a member of HRS. No reference check may be done without the written consent of the candidate.

4.5 Hiring

Only HRS is entitled to submit an offer of employment and salary to the selected candidate.

4.6 Probation period

- A. All persons newly hired to a permanent position for an indefinite period are subject to a probation period of at least six (6) months.
- B. An employee who must be absent from work during his probation period will consequently have this period extended.
- C. End of the probation period
 - i) A performance evaluation is essential to determine whether the employee effectively fulfills the position requirements or whether the probation period should be extended.
 - ii) The following notice of dismissal, or salary equivalent, will be given depending on the period of service completed at the University during the probation period:
 - 0 to 3 months: one week;
 - 3 to 6 months: two weeks.