

Number:	RHR-217
Title:	Staffing of Positions
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	December 4, 2019
Approved:	December 4, 2019 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

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

1. Objective

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

Accordingly, the University undertakes to:

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

2. Applicability

This regulation applies to administrative and management staff. In the case of members of the Administrative Support Personnel of Saint Paul University (ASPSPU), if there is disagreement between this regulation and their collective agreement, the latter shall prevail.

3. Definitions

Employee Status	Hiring authority	
Regular position Full-time or part-time	Administration Committee	
Temporary position Full-time or part-time	Contract of up to 6 months	Vice-Rector, Administration
	Contract of 6 months or more	Administration Committee

4. Regulation

4.1 Job description

It is the responsibility of the supervisor 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, draft a job description and complete a job evaluation before the employee’s start date.

4.2 Recruitment

- A. It is the responsibility of the supervisor to make his staffing needs known. He must submit a request along with grounds justifying the position:
 - to the Board of Governors when creating a regular position;
 - to the Administration Committee when creating a temporary position.
- B. Any position with a duration of 6 months or more must be posted on the University's website.
- C. Any internal or external postings must have prior approval from HRS.
- D. All applications must be sent to HRS.

4.3 Selection

- A. 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 used to evaluate candidates' skills.
- D. Stages in the selection process:
 - After the application deadline for the position posting has passed, HRS conducts a preliminary screening of resumes received.
 - HRS provides the supervisor of the position to be filled with the resumes and test results of candidates selected for an interview.
 - HRS then invites the selected candidates for an interview.
 - A grid of bilingual interview questions is jointly prepared by HRS and the supervisor of the position to be filled.
 - For the interview, the Selection Committee is composed, at a minimum, of the immediate supervisor and a member of HRS.
 - Members of the Selection Committee express their observations, opinions and suggestions. Final responsibility for the selection of a candidate belongs to the supervisor. A selection report is kept on file by HRS.

4.4 References

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

4.5 Hiring

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

4.6 Probation period

- A. All persons newly hired for a regular position are subject to a minimum probation period of 180 days.

- B. An employee who must be absent from work during his probation period will have this period extended accordingly.
- C. End of the probation period:
- A performance evaluation is essential to determine whether the employee effectively meets the position requirements or whether the probation period should be extended.
 - 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.