
Employment of Support Staff for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University will strive to fill vacant support staff positions with the most suitably qualified people for the purpose of maintaining and developing an effective and efficient support staff.

2.0 Applicability

- 2.1 University-wide
- 2.2 **APPLICABLE LEGISLATION AND COLLECTIVE AGREEMENTS:** This policy will be administered in concert with relevant federal and provincial legislation and any relevant collective agreement provisions. Whenever a support staff position being advertised falls within a bargaining unit, the policies and procedure set out herein are subject to the provisions of the current relevant Collective Agreement. Where there is a conflict between University policy and a collective agreement, the latter shall govern. Advice or assistance in these matters will be provided by the Department of Human Resources & Organizational Development.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 **INTERNAL APPLICANTS**
 - 4.1.1 The University encourages internal applicants to apply for vacant support staff positions for which they are qualified. These may include either lateral transfers or promotions in response to posted job advertisements.
 - 4.1.2 Individuals who wish to change their positions may receive counselling in this area from the Department of Human Resources & Organizational Development.
- 4.2 **IMMIGRATION:** The University invites applications from Canadian citizens and permanent residents of Canada in accordance with current requirements established by Human

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Resources Development Canada and Citizenship and Immigration Canada. The Department of Human Resources & Organizational Development acts as the University liaison with both of these federal departments and all inquiries should be directed to the Human Resources Consultant (Employment), Human Resources & Organizational Development, 453-4648.

- 4.3 **CONFLICT OF INTEREST:** An appointment, transfer or promotion shall not be made where a candidate may be placed in a position where the conditions of employment or any other matter affecting employment may create a potential conflict of interest. The decision to deny the appointment, transfer or promotion on this basis shall be made by the appropriate Vice-President.
- 4.4 **RECRUITMENT:** Recruitment procedures are initiated when the Department of Human Resources & Organizational Development receives a completed Personnel Requisition For Support Staff Form, and a job description from the department, faculty, school or other unit.
- 4.5 **POSITION VACANCY NOTICE:** The Department of Human Resources & Organizational Development will prepare the position vacancy notice and confirm the wording of the notice with the hiring department prior to distribution. All approved full-time, part-time and term (in excess of six months) support staff positions will be posted on designated bulletin boards throughout the Fredericton and Saint John campuses. As well, position vacancy notices will be posted on the University's World Wide Web home page.
- 4.6 **OUTREACH RECRUITMENT:** In accordance with our Policy and Procedure Concerning Employment Equity, the position vacancy notices are also sent to agencies, organizations and institutions which represent designated group members.
- 4.7 **POSTING PERIOD:** The posting period will be for a minimum of five (5) working days, and may be longer if requested by the hiring department. The hiring decision shall not be made prior to the expiration of the posting period, although interviews may be held prior to the closing date of the competition.
- 4.8 **ADVERTISING:** The Department of Human Resources & Organizational Development will assess the need for external advertising in consultation with the hiring department and will be responsible for preparing all external advertising. The costs of external advertising shall be borne by the hiring department.
- 4.9 **PLACEMENT**

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- 4.9.1 In special circumstances, with approval from the President or the appropriate Vice-President, positions may be filled without posting or receiving applications. In such cases, the Department of Human Resources & Organizational Development will ensure provisions of University policy and current relevant collective agreements are fulfilled.
- 4.9.2 Examples of special circumstances in which such approval may be given are:
 - 4.9.2.1 placement of a staff member who has returned to work from a long term disability leave;
 - 4.9.2.2 placement of a staff member who has been or is about to be laid off;
 - 4.9.2.3 placement of a staff member who has been unsuccessful during their trial period in another position.
- 4.10 APPLICATIONS FOR POSTED POSITION VACANCIES: Applicants for posted position vacancies would normally complete and submit up-to-date Support Staff Application Forms to the Department of Human Resources & Organizational Development. Application forms submitted after the closing date of competition will not normally be considered by the hiring department.
- 4.11 POSITION FILE: Following the closing date for the competition, the Department of Human Resources & Organizational Development shall forward the position file to the hiring department. This file will include all internal and external applications, together with a summary sheet indicating whether the applicants are internal or external, and if internal to which University grouping or bargaining unit they belong: that is, U.N.B.E.A.-SALAC, U.N.B.E.A.-GLTA, C.U.P.E. 3339 or Administrative, Professional and Technical Group.
- 4.12 EMPLOYMENT EQUITY: In accordance with the Policy and Procedure Concerning Employment Equity, the position file will include a list of designated group applicants who have self-identified. The file will also include a Hiring Checklist of recommended steps to follow when hiring a new employee.
- 4.13 TESTING: When requested by the hiring department, the Department of Human Resources & Organizational Development will administer competency tests for appropriate positions. Tests are normally administered only to those applicants who are interviewed. The hiring department may wish to administer any specialized testing.

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- 4.14 CONSULTATION: The hiring department is advised to contact the Department of Human Resources & Organizational Development to ensure they are fully aware of the University's policies and procedures and provisions of the Collective Agreements.
- 4.15 INTERVIEWING
 - 4.15.1 The hiring department shall review the applications and shall determine which applicants are to be interviewed. The hiring department is then responsible for arranging the interviews with selected candidates. Any costs associated with interviews shall be the responsibility of the hiring department. Applicants will normally be interviewed by the hiring department. In some instances selection committees or management consulting firms may be used.
 - 4.15.2 It is not possible for the Department of Human Resources & Organizational Development to interview all applicants. However, if requested, the Department of Human Resources & Organizational Development will assist the hiring department in interviewing their short list of candidates.
- 4.16 SELECTION OF THE PREFERRED APPLICANT: Upon completion of interviews, the hiring department will select the preferred applicant and advise the Department of Human Resources & Organizational Development of its decision. The complete employment file for the position will be returned to the Department of Human Resources & Organizational Development. This will include all applications originally forwarded and the summary sheet, completed to indicate those applicants interviewed and the preferred candidate.
- 4.17 REFERENCES: The Department of Human Resources & Organizational Development will ensure employment references are obtained prior to an offer of employment being made. External references required by the hiring department shall normally be obtained by the Department of Human Resources & Organizational Development. In the case of a highly technical or specialized position, the hiring department may wish to obtain external references to best assess a candidate's technical ability.
- 4.18 OFFER OF EMPLOYMENT: The Department of Human Resources & Organizational Development, in consultation with the hiring department, will establish an appropriate salary and start date. The Department of Human Resources & Organizational Development will then extend a verbal offer of employment to the selected applicant at the established salary and start date and will inform the hiring department of the acceptance (or rejection) of the offer of employment.

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- 4.19 **LETTER OF APPOINTMENT:** The Department of Human Resources & Organizational Development will then confirm the verbal offer of employment to the successful applicant by way of an appointment letter prepared for and signed by the President or appropriate Vice-President. Copies of the appointment letter are forwarded to the hiring department and the appropriate dean, director or head of administrative unit. The hiring department will receive a suggested outline of procedures to assist in the orientation of the new employee.
- 4.20 **STAFF CHANGE RECOMMENDATION FORM:** The hiring department must initiate and complete the necessary Staff Change Recommendation Form to ensure the successful applicant will be enrolled as a University employee. In the case of a current University employee, this will ensure the employee is transferred to the hiring department. The hiring department is also responsible for ensuring that the new employee goes to the Department of Human Resources & Organizational Development to complete and sign all necessary enrolment forms.
- 4.21 **EFFECTIVE DATE OF APPOINTMENT**
- 4.21.1 In the event the successful applicant is a current University staff member, the effective date of the appointment should be agreeable to both the new and the current department. The current department should not expect to receive less than ten working days notice unless special circumstances prevail. If the services of the staff member are required by the current department beyond the arranged appointment date, the Department of Human Resources & Organizational Development will co-ordinate such approval with the hiring department.
- 4.21.2 The current department shall pay the staff member the greater of the staff members present salary or the salary of the new position for all time worked in the current department beyond the arranged appointment date. Where possible, effective dates for appointments, placements and transfers shall coincide with the beginning of a bi-weekly pay period.
- 4.22 **NOTIFICATION OF APPLICANTS:** The Department of Human Resources & Organizational Development shall advise internal and interviewed applicants in writing as soon as possible after the appointment of the successful applicant has been confirmed.
- 4.23 **COMPETITIONS COMPLETED LIST:** Lists of the positions filled and the names of the successful candidates and effective dates of appointment shall be posted periodically on designated bulletin boards throughout both campuses of the University.

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- 4.24 **PROBATIONARY OR TRIAL PERIOD:** All successful applicants must successfully complete a probationary period or a trial period. The employee will be notified in the letter of appointment as to which applies. The probationary or trial period shall normally be for a period of six (6) months. Employment may be terminated during the probationary period for lack of performance in a position.
 - 4.25 **PROBATIONARY REVIEW FORM:** A Probationary Review Form is forwarded by the Department of Human Resources & Organizational Development to the hiring department for performance assessment. The form is to be completed and returned to the Department of Human Resources & Organizational Development prior to the expiry date of the probationary period.
 - 4.26 **EXTENSION OF PROBATIONARY OR TRIAL PERIOD:** The support staff employee's performance during the probationary or trial period will be reviewed with the staff member by the supervisor. Where the supervisor finds there is reasonable doubt concerning a staff member's performance during the probationary/trial period, and/or the employee has not been exposed to all facets of the job responsibility, the supervisor may decide to extend the probationary/trial period by an additional period not exceeding six months. The Department of Human Resources & Organizational Development is to be consulted when an extension is being considered. The staff member will be notified in writing by the hiring department of the extension and the areas of concern.
 - 4.27 **UNSATISFACTORY PROBATION PERIOD:** A new support staff employee whose performance is found to be unsatisfactory during the probationary period shall have their employment terminated by the Dean, Director or Head of Administrative Unit.
 - 4.28 **RECOMMENDATION FOR TERMINATION:** In such cases, the hiring department is to consult with the Department of Human Resources & Organizational Development before making a recommendation of termination of employment. The Department of Human Resources & Organizational Development will ensure that the hiring department is advised of the appropriate notice period, vacation pay regulations and any other pertinent information.
 - 4.29 **UNSATISFACTORY TRIAL PERIOD:** A support staff employee on a trial period, who has not met a satisfactory job performance level, will be placed in a state of lay-off for a period of up to twelve (12) months, during which time the individual may apply for any appropriate vacancy which occurs.

5.0 Interpretation and Questions



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- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employment) at 453-4648.