## Columbia College
Vancouver, Canada

| Category: | Responsible Owner: | Effective Date: |
|---|---|---|
| Human Resources | Manager of Human Resources | January 2019 |
| **Policy Number:** | **Approval Body:** | **Policy Name:** |
| 5.1 | Board of Governors | Hiring – Non Academic Staff Request |

### A. POLICY:

**PURPOSE/COMMITMENT:** The purpose of this policy is to articulate a process and timeline for approving new non - academic staff positions (Permanent/temporary full-time /part-time and ongoing casual positions) which will be incorporated into the budget.  The process will ensure that staffing decisions are made systematically, balancing the needs of the College with the fiscal resources available. The approval process will ensure that all request for new staff positions are given fair and full consideration before priorities are established.

**SCOPE:** The policy applies to all Non Academic Staff at Columbia College.

**WHEN TO USE THE POLICY:** This policy will be used for approving all new non-academic staff positions.

**DEFINITIONS:**

**Responsible Owner:** Person who originates the Policy and Procedure.

**Category:** The category or grouping that the policy falls into i.e.
1.0 Administration
2.0 Education
3.0 Finance
4.0 Marketing and Recruitment
5.0 Human Resources
6.0 Enterprise Risk Management
7.0 Student Services
8.0 Technology

### B. Procedure

a. All requests to create positions must be completed and submitted to the Human Resources Department by at least one month before budget approval.

b. Prior to June 1st, the Department Head will complete a **Request Form for Non- Academic Staff Positions** which must include an appropriate job description and justification.

c. The Request Form for Non- Academic Staff Positions will be forwarded to the Human Resources department who will be in charge of establishing a salary range for the position/s.

d. Human Resources will present the request to the Administrative team, responsible for making a recommendation to the Board of Governors.

e. The administrative working group will submit the recommendation together with Request Form to the Board of Governors.

f. The Board of Governors will review the new positions prior to the budget approval meeting and will develop a ranking system to determine a priority list.

g. The Board of Governors will consult with the Finance Committee before making the decision for approving or rejecting the new positions in the next fiscal year's budget.

### C. Justification

A Department intending to create a new position is required to create a justification. The justification may be made on the following basis:

a. Identification of the goals and tactics to be accomplished.

b. A clear relationship between goals and job duties.

c. An explanation of why the goals and objectives will not be completed without the new position/s.

d. Benchmark data should be included in the justification.

e. Workload increases may require new positions.  In these cases workload must be documented and efforts to streamline processes and procedures to avoid adding staff should be included.

A position justification may involve any or more of the methods identified above.

### D. New Position Request after Budget Approval.

This Policy should be applied when dealing with the exception of creating a new position once the budget was already approved.
In that scenario, the procedure will be adjusted in the following way:

a. The Department Head will forward to the Human Resources Department the **Request Form for Non- Academic Staff Positions**.

b. The administration working group will discuss the request and submit a Request Form and a recommendation to the Board of Governors.

c. The Board of Governors will evaluate the proposal and will consult with the Finance Committee before making the final decision.

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**
Request Form for Non-Academic Staff Positions

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**
n/a

**REFERENCE TO BYLAWS:**
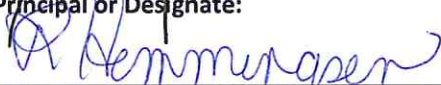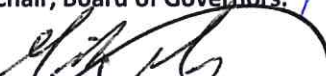n/a

**RELATED ACTS AND REGULATIONS:**
n/a

**RELATED POLICIES:**
n/a

**APPROVALS:**

**IF APPLICABLE:**

| Chair, Academic Board | Date: |
|---|---|
| Chair, Marketing and Recruitment Committee: | Date: |
| Chair, Finance Committee: | Date: |

**APPROVAL FOR ALL POLICIES:**

| Responsible Owner: | Date: 2019/05/01 |
|---|---|
| Principal or Designate: | Date: January 2019 |
| Chair, Board of Governors: | Date: |

| Proposed Review Date: | Dates(s) revised: | Replaces Policy Number: |
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