



## **BOARD / OPERATIONAL**

# **Recruitment and Selection G53**

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### **POLICY**

The College strives to ensure that staff recruited and employed meet the highest standards. The Board is committed to a College workforce representative of the population of southeast Saskatchewan and will ensure that recruitment procedures are implemented that are intended to achieve a representative workforce.

The President is authorized to handle all staff recruitment and selection in accordance with the Board approved organizational structure of the College. The College will ensure that rigorous procedures and criteria are developed for identifying, screening, selecting, interviewing and appointing new staff to vacant positions, and that the recruitment process is in keeping with creating a representative workforce.

The College will follow the spirit and the letter of any provisions in the Collective Agreement, which relate to recruitment and staffing.

Provincial and Federal statutes and regulations pertaining to the recruitment and selection of staffing, such as the Labour Act, the Charter of Rights and Freedom, and the Human Rights Act will be followed, and where appropriate should be specifically accounted for in the policies and procedures of the College.

### **PROCEDURES**

#### **A. SELECTION OF EMPLOYEES**

1. The President may authorize the commencement of recruitment to fill a vacancy in an established and approved Out-of-Scope Management position (other than the President).
  2. For appointments to Management staff positions, the hiring manager shall make an offer of appointment specifying the level, salary and other conditions and shall enclose with the offer a copy of the Terms of Employment.
  3. The Board of Governors will recruit for a vacancy at the President level and negotiate a letter of appointment or contract. The Board will not finalize and sign the contract until Ministerial approval has been granted. A letter of appointment/contract specifying the level or rank, salary, appointment date and other conditions, countersigned by the employee, and the Terms of Employment together constitute a contract of employment between the appointee and the College. Thereafter, amendments to the Terms of Employment by the Board shall become part of such contract of employment.
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### **B. ADVERTISING OF VACANT POSITIONS**

1. Vacancies and new positions which the College wishes to fill with an ongoing appointment, a probationary appointment or a temporary appointment for a period of six (6) months or more will normally be publicly advertised both internally and externally.
2. The President may utilize an external search firm for recruitment, with the Board's understanding.

### **C. INTERVIEW EXPENSES**

1. The College may pay the actual and reasonable approved expenses in specific approved circumstances.

### **D. RELOCATION EXPENSES**

1. The College may provide a relocation allowance to a person appointed to a position with the College when geographic relocation is required.
2. The President has authority to approve upon request relocation allowances up to a maximum of two months' salary. Any requests exceeding two months' salary will require Board approval. The Board may approve the same for the President position.

### **E. RECRUITMENT INCENTIVES**

1. The President shall have the latitude to negotiate and approve extraordinary clauses equal to one month's salary, during the hiring process as might be reasonably necessary given the quality and experience of the candidate and the prevailing management labour market.
2. In the case of hiring the President, the Board shall have such authority.

### **F. STARTING SALARY**

1. Starting salary will fall within the appropriate level and category outlined in the College's Classification Plan and Pay Administration guidelines.

### **G. HIRING MEMBERS OF THE SAME FAMILY**

1. Generally, the College will not hire members of the same family within its management ranks unless it can clearly demonstrate that:
  - a) no supervisory/subordinate role will ever exist, or
  - b) such a situation would not create an imbalance amongst the management team along family ranks.