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| **STEP 1: POSITION APPROVAL INFORMATION – FOR JOB VACANCY POSTINGS**  |
| **Budget Code:** |       |  | Vacancy No.: | *HR to Assign*       |
| *If additional Budget Codes are required, enter them in comments section below* |
| **Department:**  | **Union/Exempt:**  |
| **Position Title:**  | **Rank/classification:**  |
| **Type of Appointment:** Full-time[ ]  Part-time [ ]  Continuing/Regular [ ] Term[ ]  *(check all that apply)*  (FTE/percentage      )  Probationary [ ]  Amended (See BUFA Article 7.13) [ ]  Visiting [ ]   |
| **Employment Period:** | **Start Date:**  | **End Date:**   |
| [ ]  **New Position** [ ]  **Replacing:** [ ]  **Term Extension****Recruitment Strategy:** [ ]  **Posting Date:**       [ ]  **Closing Date:**       |
| Advertise External [ ]  Advertise Internal [ ]  **Budget Code to advertise:**      *Department to use HRAdworks*   **Justification/Comments:**   |
|  |
|  |
| **Estimate Cost of Position** *(annual salary):*       | **Within approved: Yes** [ ]  **No** [ ] **staffing budget** |
| **Position Approval Form Completed By** *(The Originator)***:****Name:**       **Date:**       |
| **Required Signatures:**  |
| **1: Supervisor** *(Approves content)* **Signature:****Date:**  | **2: Director, Financial & Registration Services** *(Reviews budget)***Signature:** **Date:**  |
| **3: Senior Administration** *(VP (A&P), VP (A&F), or President)***Signature:** **Date:** | **4: Chief Human Resources Officer** **Signature:****Date:**  |

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| **STEP 2:**  | **EMPLOYMENT CONTRACT INFORMATION – FOR HIRING**  |
| **\*PLEASE NOTE\*: Step 1 of the Position Approval Form must be filled out and submitted prior to Step 2.** **Completed, signed, and submitted Step 1:** **[ ] Yes** **[ ] No** **[ ] N/A**  |
| **Name:**

|  |  |
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| **Department:**  | **Union/Exempt:**  |
| **Position Title:**  | **Rank/classification:**  |
| **Type of Appointment:** Full-time[ ]  Part-time [ ]  Continuing/Regular [ ] Term[ ]  *(check all that apply)*  (FTE/percentage      )  Probationary [ ]  Amended (See BUFA Article 7.13) [ ]  Visiting [ ]   |

**Reports to:** Click or tap here to enter text. **Budget Code:** Click or tap here to enter text. |
| **Start Date:**       | **end date:**   |
| **Part-time schedule:Hours per day -🡪** | **S** | **M** | **T** | **W** | **T** | **F** | **SA** | **Payroll Timesheet** [ ]  |
|       |       |       |       |       |       |       |
| **Additional contract provisions** *(ie. Sabbatical credits, workload, probationary period)*  | **Level 2:**  |
|       |  |
|  | **Level 3:**  |
| **Moving allowance:** [ ]   **YES** [ ]  **NO Amount:**  |
| **Negotiated Annual Salary:** **Bi-weekly pay:** **Hourly rate of pay:**  |
| *(Rank and Step)* |

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| **Documents Required** | **Please attach all relevant documents *– check boxes that apply*** |
| [ ]  | Candidate application (CV and/or Resume)*required* | [ ]  | Interview Schedule & Questions *required*  | [ ]  | Official Transcripts (if not applicable, then professional certifications)*required* |
| [ ]  | Search committee recommendations and Rationale for rank & steps*required* | [ ]  | Immigration information*If applicable* | [ ]  | Criminal Record checkChild Abuse Registry check*If applicable* |
| **Employment Contract Approval:**  |
|  |  |  |  |  |
| **Supervisor** *(Dean/Director)* |  | **Senior Administration** *(VP (A&P), VP (A&F), or President)* |  | **Chief Human Resources Officer** |

***What is the purpose of the form?***

The main purpose is to establish a consistent approval process in the University and a mechanism for record keeping of decisions going forward. It replaces the *Request for Contract* and *Request for Vacancy* forms. This form applies to MGEU, IUOE (A)&(D), BUFA and Exempt positions.

***Who is the Originator?***

The Originator is the person who initiates the form, and will typically be an Administrative Assistant. The Originator and Supervisor can be the same person.

***What do the levels mean for the Payroll Timesheet?***

Level 2 – is the “pre-authorization” on a time sheet, designed for Admin’s to review and give approval that everything is correct on the timesheets before a Manager (Level 3) approves.

Level 3 – is typically the person with signing authority for the budget code (Deans & Directors).

\*PLEASE NOTE\* Level 3 approval is *REQUIRED* for a timesheet in order to process for pay.

***What belongs in the Justification/Comments?***

During the Staffing Plan process, positions are filled based on the following criteria. Included in the justification section should be how your position meets these criteria:

1. How the position and the department is contributing to the transition to a 15 credit hour standard teaching workload for faculty (request for faculty positions only)
2. How the position contributes to the program/service needs of the unit and University
3. How the position contributes to attraction and/or retention of students
4. Additional considerations, such as broader benefits to BU, Indigenous reconciliation, University reputation, community outreach, etc.

***How to know when a position is approved?***

Once the signatories have reviewed, signed, and approved, HR will provide an emailed copy of the form along with approval to proceed with posting.

***How to post a vacancy?***

For MGEU and IUOE (A) & (D) positions:

1. HR will create a draft posting based on the duties, qualifications and experience listed on the *Job Description Questionnaire (JDQ).* This JDQ can be requested from HR.
2. The draft vacancy posting will be sent to the Originator/Supervisor for final approval. Work specifications can be identified such as relevant education and experience, software proficiencies, skill-testing requirements, etc.
3. HR will distribute across campus and online on Careers@BU and Job Bank of Canada. The Originator/Supervisor coordinates with HR Adworks to facilitate other posting venues.

For BUFA positions:

1. The Originator/Supervisor will create a draft posting based on the duties, qualifications and experience listed in the BUFA Collective Agreement.
2. The draft vacancy posting will be sent to the BUFA President & CHRO for final approval.

HR will post the vacancy online on Careers@BU. Distribution across campus is managed by the Originator/Supervisor. The Originator/Supervisor coordinates with HR Adworks to facilitate other posting venues.

***How does an employment contract get produced?***

Once the recruitment process is complete, Step 2 of the Position Approval Form is completed and sent to HR along with the appropriate documents attached:

1. Candidate Application (CV and/or Resume) – must be attached
2. Interview schedule & questions – must be attached, but are NOT required for BUFA positions
3. Search committee recommendations – must be attached and must include rationale for rank & step (specifically for BUFA positions)
4. Official transcripts and/or professional certifications – must be attached, if not attached it will become a clause in the contract. In circumstances where the position does not require a degree, any related professional certifications are required
5. Criminal record check/child abuse registry check – must be attached, if not attached it will become a clause in the contract
6. Immigration information – must be attached if applicable
7. The Position Approval form will then be sent to the appropriate Vice-President, based on reporting line, for signature
8. HR will then produce the contract and facilitate the signing and benefit package to the employee