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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:**   |  |  | | --- | --- | | **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 check  Child 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