POSITION APPROVAL FORM

For non-BUFA positions: Have you reviewed the current Job Description Questionnaire (JDQ) to make sure the duties are accurate? If you need assistance with the JDQ, contact HR.

STEP 1 : TO POST - VACANCY POSTINGS

Department:	**Union/Exempt**:.
Position Title:	**Rank/classification:**

Type of Appointment: *(check all that apply)* Full-time ☐ Part-time ☐ (FTE/percentage _____) Continuing/Regular ☐ Term ☐ Probationary ☐ Amended (See BUFA Article 7.13) ☐ Other (explain) _____ ☐

Employment Period: **Start Date:** . **End Date:** .

☐ **New Position** ☐ **Replacing:** ☐ **Term extension**

Recruitment Strategy: **Posting Date:** _____ **Closing Date:**_____

Advertise Internally (includes BU webpage) ☐ Advertise Externally* ☐ **Department works with HRAdworks for external ads*

Advertise on eBrandon** ☐ **Budget Code to advertise:**

Skill-based testing to be included in posting? Yes ☐ No ☐

Rationale/Comments:

.

For MGEU/IUOE/Exempt Positions: Duties/Responsibilities must be provided with this form in order for HR to create the Vacancy Posting.

Estimate Cost of Position *(annual salary):* .	**Within approved staffing budget? YES** ☐ ☐ ***NO**☐
PAF Completed By: **Name:**(*The Document Originator)*	***If no, explain:** **Date:**

Required Signatures (when emailing this Position Approval Form for signature, include ALL signatories):

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: Associate Vice-President, People & Talent** **Signature:** **Date:**

Human Resources to complete:
VACANCY #:

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STEP 2: TO HIRE - EMPLOYMENT CONTRACT

NOTE: Step 1 of the Position Approval Form (PAF) must be completed and on file with HR prior to completing Step 2.

Completed, signed, and submitted Step 1: ☐ **Yes** ☐ **No**

Name:

Address:

Email: .

Department: .	**Union/Exempt:** .
Position Title:	**Rank/classification:** **Step (where applicable):**

Type of Appointment: *(check all that apply)*
Full-time ☐ Part-time ☐ (FTE/percentage _____)
Continuing/Regular ☐ Term ☐
Probationary ☐ Amended (See BUFA Article 7.13) ☐
Other (explain) _____ ☐

Reports to (position): .

Budget Code:

Start Date:

End date:

For Part-time Positions ONLY: Hours per day -→	**Su**	**M**	**Tu**	**W**	**Th**	**F**	**Sa**

Payroll Time & Attendance (excludes BUFA) ☐

Level 2:

Level 3:

Additional provisions to be noted in contract *(ie. Sabbatical credits, workload, probationary period, etc.)*

Annual Salary:.

Hourly rate of pay: .

Moving allowance: ☐ **YES** ☐ **NO**

Documents Included with Package	**Please attach all documents – *check boxes that apply***	
☐ Candidate application (CV and/or Resume) ***required***	☐ Interview Schedule & Questions ***required***	☐ Official transcripts or, as applicable, professional certifications ***required***
☐ Search Committee recommendation and rationale for rank & steps ***required***	☐ Immigration information ***If applicable***	☐ Criminal Record check and/or Child Abuse Registry check ***If applicable***

Employment Contract Approval:

1.Supervisor *(Dean/Director)*	**2.Senior Administration** *(VP (A&P), VP (A&F), or President)*	**3.Associate Vice-President, People & Talent**

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To avoid potential delays with posting a vacancy and/or contract preparation, it is important to use the most current version of the Position Approval Form (PAF). Delete previous versions. The current version can always be found on the HR Forms webpage at https://www.brandonu.ca/hr/forms/.

What is the purpose of the Position Approval Form (PAF)?

The main purpose is to have a consistent and streamlined process from the point of posting a vacancy through to the time of hire. This form is used for all MGEU, IUOE (A) & (D), BUFA and Exempt positions.

For consistency and efficiency, the Position Approval Form is a fillable form, making it easier to be circulated/submitted electronically (by email).

Step 1: To Post - Vacancy Postings

Who is the Document 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. The Originator emails Step 1 (and position duties/responsibilities details) to the required signatories for signing.

Who signs the PAF?

There are 5 signatures required for Step 1:

1. Document Originator – the initiator of the document
2. Supervisor – approves what is being submitted (content)
3. Director, Financial & Registration Services – reviews from budgeting standpoint
4. Senior Administration – based on the reporting line
5. Associate Vice-President, People & Talent– final review and approval

What should be included in the Rationale/Comments section?

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, such as:

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.

POSITION APPROVAL FORM

What information is needed for posting the vacancy?

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

1. The vacancy posting is prepared based on information provided with the Step 1. Position Duties/Responsibilities **must** be included with the PAF. Without this information, the vacancy posting cannot be prepared. *For MGEU, IUOE (A), (D) and Exempt positions, if unsure if the Job Description Questionnaire and the current duties are accurate, contact HR.*

2. Once all 5 signatories have reviewed and approved the PAF, HR will prepare the draft vacancy posting. It will be sent to the Originator for review prior to being posted. Additional relevant education and experience, software proficiencies, skill-testing requirements, etc., can be added at this time.

3. HR will post internally through the BU Admin listserve, the BU Employment Opportunities webpage at https://www.brandonu.ca/jobs/ and on Service Canada's job bank. HR can post on eBrandon if that option has been selected and a budget code has been provided. HR will charge back to the department for the posting on eBrandon. The Originator/Supervisor coordinates with HR Adworks to facilitate other advertising options.

4. Step 1 of the PAF remains in HR pending Step 2 of the form.

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 (or designate) & Associate Vice-President, People & Talent for final approval.

3. Once all 5 signatories have reviewed and approved the PAF, and the vacancy posting has been approved by BUFA and the CHRO, it will be posted by HR on the BU Employment Opportunities webpage at https://www.brandonu.ca/jobs/. Distribution to campus is managed by the Originator/Supervisor. The Originator/Supervisor coordinates with HR Adworks to facilitate other advertising options.

4. Step 1 of the PAF remains in HR pending Step 2 of the form.

What do the levels mean for the Payroll Time and Attendance?

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.

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Step 2: To Hire – Employment Contract

How to proceed with requesting an employment contract?

Once the recruitment process is complete, the Document Originator prepares Step 2 of the Position Approval Form (PAF). Step 2 **must** have three signatures on it before an employment contract can be prepared. In order to secure the three signatures (Dean/Director, appropriate Vice-President based on reporting line, and Assoc. Vice-President, People & Talent), the package must have the required documents attached, including:

1. Candidate Application (CV and/or Resume) – **required**
2. Interview schedule & questions – **required**
3. Search committee recommendations – **required,** and for BUFA positions, must include rationale for rank & step
4. Official transcripts and/or professional certifications – **required,** if not attached, it will be a condition of employment in the contract. In circumstances where the position does not require a degree, related professional certifications are required
5. Criminal record check/child abuse registry check –(***if applicable)*** **must be attached**, if not attached, it will be a condition of employment in the contract
6. Immigration information – (***if applicable)*** must be attached

When the complete package has been received along with the required signatures, HR will attach Step 1 to Step 2 and then produce the contract.

IMPORTANT TO NOTE: Step 2 must be fully completed and all supporting documents must accompany it to avoid delays in contract preparation. Please allow 2-4 days from the time the completed Step 2 has been received in HR to the time of contract generation.

For BUFA positions, the contract will be sent to the Dean/Director for signature and then returned to HR to issue with benefits information (if applicable) to the employee.

For Exempt, MGEU and IUOE (A) & (D) positions, the contract will normally be signed by the Associate Vice-President, People & Talent and issued accordingly by HR.