

POLICY

Policy Title	Recruitment and Appointments – All Positions
Policy Holder	Organizational Effectiveness
Policy Approver(s)	Strategic Leadership Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	January 20, 2012
Next Review Date	

Purpose

This practice will provide the framework to ensure equality of employment opportunity for applicants to the College and contribute to a positive image of the College in the community.

This practice will set out a process that is:

- Fair and equitable for all applicants;
- In accordance with the applicable collective agreement;
- In compliance with relevant employment legislation;
- Transparent to all parties, both those directly involved in the process and those viewing the process; and,
- Confidential for the interviewee and interviewers.

Scope

This process will be used when recruiting for any vacancy. (Any exceptions must be approved by the Senior Team).

Definitions

Full-Time

Positions which are ongoing and are not defined by any of the following categories. Applicable to all employee groups.

Temporary/Contract

Employment for which specific time limits are known. Employment does not normally exceed twelve months.

Appendix D

A temporary position within the Support Staff bargaining unit replacing a full-time bargaining unit member.

Appendix G

Students temporarily employed for more than 24 hours per week during the period of mid-April to the last Friday before Labour Day.

Initiatives and Opportunities (I/O)

A temporary vacancy with a known end date consisting of work that is new to the College. Such positions may not exceed 24 months in duration and must be discussed with the Union prior to posting.

Sessional

A temporary academic position that is thirteen hours or more per week. Such appointments will not exceed 21 hours without the consent of the VPA and HR.

Partial Load

Seven to twelve hours per week on a regular basis. Specific to the academic bargaining unit.

Part-Time

Up to six hours per week (Faculty) and up to 24 hours per week (Support) or less than 35 hours per week for Administration.

Governing Laws and Regulations

Policy Statements

Confederation College is committed to ensuring that our recruitment procedures are fair, open and transparent and comply with relevant employment legislation, terms and conditions of employment and collective agreements.

Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance

Revision History

Version	Change	Author	Date of Change