



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>EMPLOYMENT OF SUPPORT STAFF</b>
<b>Effective Date:</b>	March 22, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	March 22, 2015
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President delegated to the Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees [see list below]

This policy applies to:

- a) Excluded Management, Administrative and Professional Staff
- b) Medical Practitioners and Administrators
- c) Student Support Staff
- d) Out of Province Support Staff
- e) All Support Staff in Bargaining Units

### **Part I Reason for Policy**

To establish appropriate procedures and standards in connection with:

- a) the filling of support staff position vacancies at the University of Manitoba;
- b) the retention of support staff by providing opportunities to apply for promotions and career opportunities; and
- c) ensuring that these procedures and standards are applied in a consistent, fair and equitable manner across the University.

## **Part II Policy Statement**

- 2.1 The University of Manitoba intends to fill position vacancies with the best qualified persons available. Subject to certain situations described in the Procedures for the Employment of Support Staff, the University will post all vacant positions.
- 2.2 University employees are encouraged to apply for vacant positions for which they feel qualified and they will be given preference in the filling of such positions, provided their qualifications are relatively equal to external applicants. Preference will be given to applicants who are Canadian citizens or permanent residents as defined in Policy:Hiring Non-Canadians. The University encourages international students to apply for full or part-time short term employment.
- 2.3 In keeping with the University's commitment to Employment Equity Policy 608, where an under-representation of women, members of visible minorities, Aboriginal peoples or persons with disabilities exists in the composition of a faculty or administrative unit, the hiring department will subject to the previous policy statements, undertake to hire a member of an under-represented group. This undertaking may include facilitating the hiring of under-represented groups through outreach recruitment, soliciting applications from qualified potential candidates and educational and informational programs.
- 2.4 All position vacancy postings and advertisements of the vacancies will include the following wording:

"The University welcomes diversity in the workplace and encourages applications from qualified women and men, including members of visible minorities, Aboriginal peoples and persons with disabilities"
- 2.5 The University will not engage in discriminatory practices which are contrary to human rights legislation and Policy: Respectful Work and Learning Environments. Policy: Nepotism outlines formal procedures in situations where conflicts of interest might occur regarding the employment of relatives.
- 2.6 University departments are encouraged to consider hiring University of Manitoba students first when student employees are being sought.
- 2.7 All employees hired by the University will be provided with an orientation to the job and will be assessed during a probationary or trial period with regard to their suitability for the position.

## **Part III Accountability**

- 3.1 The University Secretary will advise the President that a formal review of this policy is required.

- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.
- 3.3 The Human Resource Services is responsible for assisting departments in the employment of support staff and will provide hiring departments with information, advice and assistance on all aspects of recruitment, selection and placement.

#### **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

#### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is March 22, 2015.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - a) comply with the revised Policy; or
  - b) are in turn repealed.

#### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes:
  - a) all previous Board/Senate Policies, Procedures and resolutions on the subject matter contained herein;
  - b) all previous administrative Policies, Procedures and directives on the subject matter contained herein;
  - c) Policy 801 Recruitment, Selection and Placement;
  - d) Policy 802 Employment;
  - e) Policy 803 Use of the Request to Fill Support Staff Position Vacancy Form;

- f) Policy 804 Employment Medical History for Continuing Support Staff Appointments; and
- g) Policy 1112 Probationary Periods for Managerial, Professional and Confidential Support Staff.

**Part VII  
Cross References**

Policy: Hiring Non-Canadians

Policy: Employment Equity

Policy: Respectful Work and Learning Environment

Policy: Nepotism

Procedures: Employment of Support Staff