



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	EMPLOYMENT OF SUPPORT STAFF
Parent Policy:	Employment of Support Staff
Effective Date:	March 22, 2005
Revised Date:	
Review Date:	March 22, 2015
Approving Body:	President
Authority:	Vice-President (Administration)
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	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 Procedure(s)

To set out Procedures secondary to the Policy: 'Employment of Support Staff' in connection with:

- a) establishing appropriate standards for the filling of support staff position vacancies at the University of Manitoba;
- b) promoting the retention of support staff by providing opportunities to apply for promotions and career opportunities; and

- c) ensuring that recruitment and selection standards are applied in a consistent, fair and equitable manner across the University.

Part II Procedures

The Human Resource Services has Human Resource Consultants assigned to specific academic and administrative units to provide advice and assistance to hiring departments with the recruitment, assessment, interviews/evaluations and selection of support staff.

2.1 Recruitment

2.1.1 Job Description

The first step in the recruitment process is to ensure that an updated job description is prepared for the position to be filled. A copy of the job description which has been approved by the faculty/administrative unit shall be forwarded to Human Resource Services to determine the employee group, classification, and salary range for the position.

2.1.2 Advisory Selection Committee

The hiring department shall establish an advisory selection committee unless it is not practical to do so. This would include situations in which the unit is very small or the numbers of individuals being interviewed are significant. The purpose of the advisory selection committee is to provide input to the hiring authority on the recruitment and selection process. The chair of the advisory selection committee may also assume any functions delegated by the hiring authority.

2.1.3 Position Vacancies

Based on the job description for the position, the hiring authority shall prepare a draft position vacancy posting to be used for internal and external distribution through the Human Resources Employment Opportunities Web site. Departments are encouraged to seek input from the advisory selection committee with regard to the qualifications criteria for the position vacancy. The position vacancy posting format and other recruitment guidelines/information are available to authorized personnel at <http://www.umanitoba.ca/employment/>.

2.1.4 All position vacancies are normally posted and the minimum duration of the posting is five (5) working days. Human Resource Services provides advice on when a posting is not required and this may include:

- a) situations in which an employee who has or is about to be displaced through lay-off or position discontinuance can be transferred into a vacant position;

- b) the transfer of an employee who has been unsuccessful in attempting to complete a trial period following an internal promotion or transfer;
- c) the placement of an employee who has been on Long Term Disability and is now able to return to work;
- d) employment on a temporary or casual basis.

2.1.5 Advertising Outside the University

2.1.5.1 Advertising outside the University in a variety of publications is often necessary to attract a sufficient pool of qualified applicants. Departments are also encouraged to advertise externally to promote diversity in the workplace.

2.1.5.2 Hiring departments are responsible for the cost of the advertisement and Human Resource Services coordinates the placement of the advertisements. Positions may be advertised internally and externally at the same time.

2.1.5.3 All advertisements shall state clearly the areas of competence and the requirements of the position as defined by the hiring department's needs in such a way as to attract the widest possible pool of qualified applicants. The advertisement shall reflect the criteria that will be used in the selection decision or the location of additional information on the criteria.

2.1.5.4 Human Resource Services shall maintain a standard recruitment package of information for prospective applicants. This recruitment package shall include items which identify the advantages and benefits to employment at the University in such a manner as to assist in the attraction of qualified applicants.

2.2 Application for Employment

All applicants are encouraged to complete the University of Manitoba Application for Employment form. Resumes may be attached to the application form. Applications are to be submitted within the time limits and to the address indicated on the position vacancy notice.

2.3 Selection

2.3.1 Utilizing the qualifications criteria on the position vacancy posting, the advisory selection committee shall participate in reviewing applications for the position, ranking candidates, developing interview questions, selecting candidates for interviews, and conducting the interviews/evaluations. The chair of the advisory selection committee shall conduct appropriate reference checks on the preferred candidate(s). The committee shall recommend the selection of a successful applicant to the hiring authority.

2.3.2 The selection of applicants for interviews/evaluations shall be based on the qualifications of the applicants in comparison with the criteria established for the position and identified on the position vacancy posting. Only applicants whose qualifications meet or exceed those stated on the position vacancy posting should be selected for an interview/evaluation.

2.3.3 Hiring departments are encouraged to interview/evaluate University of Manitoba employees who meet the minimum requirements stated on the position vacancy. Hiring departments are also encouraged to consider the status of the unit's Employment Equity goals when selecting applicants for interviews.

2.3.4 The hiring authority or the chair of the selection committee, as is appropriate, shall be responsible for ensuring that a minimum of two (2) appropriate references are obtained. Where a candidate is a University employee, the hiring department shall conduct a reference check with the employee's current supervisor. When the preferred candidate is not a University employee, unless the employee has provided permission to contact the current employer, the candidate shall be informed that the offer of employment is contingent on a positive reference check with the applicant's current or most recent employer, if applicable.

2.4 Record of Selection Process

The head of the hiring department shall also ensure that an appropriate written record is prepared to summarize the selection process. This record shall include the names of the selection committee members, the names of all applicants, the names and applications of those selected for interviews, interview questions and notes taken and, the reasons for the selection decision. The written record of the selection process shall be forwarded to Human Resource Services for review and approval prior to an offer of employment. This record of the selection process shall be kept for a one year period.

2.5 Offer of Employment

Before an offer of employment is communicated orally to a candidate, the hiring department shall consult with Human Resource Services with respect to the results of the selection process and the terms of the offer of employment, including the starting salary. Following consultation with Human Resource Services the offer of employment will normally be made by the Human Resource Consultant. All offers of employment are subject to confirmation in writing by Human Resource Services. For positions which are excluded from bargaining units, the written offer of employment shall be reviewed by Human Resource Services and it shall require the acceptance of the terms of the offer, in writing, by the successful candidate. When the successful candidate is a University employee, the normal notice period to the employee's current department is ten (10) working days. However, other arrangements may be made by mutual agreement between the hiring department, the employee and the employee's current department.

2.6 Material for the Employment File

Copies of the appointment letter and the application material for the successful applicant shall be placed in the official employment file kept in Human Resource Services.

2.7 Orientation and Training

2.7.1 New employees in continuing positions will receive a general support staff orientation provided by Learning and Development Services.

2.7.2 All employees who are hired for a position vacancy shall receive a job specific orientation provided by the hiring department on the relevant aspects of the department and the position. Human Resource Services is available to assist in the preparation of the orientation and training plan for the specific position. A Supervisor's Guide to Employee Orientation is available at <https://umanitoba.ca/careers/>

2.8 Probation or Trial Period

2.8.1 A successful applicant for a position vacancy will be required to complete probation or a trial period in the new position.

2.8.1.1 A probation period is applicable to a new employee to the University or an employee who has worked at the University for short durations but has not completed a probation period. The purpose of a probation period is to determine if an employee is suitable for employment at the University and employment in the current position.

2.8.1.2 A trial period is applicable to an existing University employee who has completed a probation period and subsequently transfers to a different position. The trial period is designed to assess the suitability of the current employee for the new position.

2.8.1.3 The probation or trial period for entry level positions will be for a minimum period of 420 working hours in the position, unless a longer period is indicated on the job posting or the offer of employment. For more senior positions, or those where critical periods of activity are seasonal in nature, the probation or trial period may be either 840 working hours or up to a maximum period of 1820 working hours. "Working hours" shall include only time when the employee is actually at work.

2.8.2 The hiring department shall provide the appropriate orientation for an employee in a trial or probation period and shall periodically review the employee's job performance with him/her during the period to assist the employee in developing and improving his/her skills.

2.8.3 If the department has a concern with the employee's performance during the trial or probation period, it is important to address these concerns immediately.

2.8.3.1 The department may chose to extend the probation or trial period for a further period of time not greater than the original duration. In this event, the hiring department shall discuss the extension with the employee and shall confirm it in writing to the employee with a copy to Human Resource Services.

2.8.3.2 The employee shall be provided in writing with information on the areas of concern and the remedial action required. The hiring department shall consult with Human Resource Services prior to extending a probation or trial period.

2.8.4 An employee in a probation period whose performance has been found unsatisfactory shall have his/her employment terminated with a minimum of ten (10) working days notice in writing or pay in lieu of notice. Prior to the termination of an employee's employment, the hiring department shall consult with Human Resource Services.

2.8.5 An employee in a trial period whose performance has been found unsatisfactory shall have his/her employment in the position terminated with a minimum often (10) working days notice in writing or pay in lieu of notice. Prior to the termination of an employee's employment, the hiring department shall consult with Human Resource Services.

2.8.6 During the notice of termination period the employee may seek the assistance of Human Resource Services in attempting to arrange a transfer to an alternate position for which the employee is qualified. If such a vacancy does not exist during the notice period, the employee's employment will be deemed to have terminated.

2.9 Appeal of Selection Decision

An employee who is an unsuccessful applicant for a position vacancy may request the reasons for the selection decision by contacting Human Resource Services. In the event that the employee wishes to appeal the selection decision, the employee may utilize the appropriate grievance procedure in accordance with University policies and procedures or collective agreements. Information on the appropriate grievance procedure is available from Human Resource Services.

Part III Accountability

- 3.1 The University Secretary or the President is responsible for notifying the contact person for this Procedure that a formal review of this Procedure and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is March 22, 2015.
- 4.2 In the interim, this Procedure may be revised or rescinded if:
- a) the Vice-President (Administration) or the President deems necessary; or
 - b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes the following:
- 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 VI Cross References

Policy: Employment of Support Staff