

Hiring Authorization Request Form

CONFIDENTIAL

EMG requires that cost savings be achieved on an ongoing basis by only filling job vacancies for staff positions when necessary, and only creating new positions when critical to achieving a necessary function.

Senior Managers are responsible for ensuring that only hiring requests that meet these expectations are endorsed and moved forward to the appropriate Executive member (VPFA, VPAEA, or Provost).

To be completed by EMG

EMG Comments:

To be completed by Submitter

Explain why hiring cannot be deferred, or why the position is essential:

Explain how the salary and benefit expenses will be handled within your approved budget:

To initiate the hiring process, Human Resources require this form, the Hiring Authorization Form. Definitions and employment requisition details can be found on the next page.

Complete, Print and Route as follows:

Appropriate SMG Member ► Appropriate EMG Member ► Financial Planning ► Human Resources

Date Submitted:					
Department:					
Position Number (required, for existing positions):					
Position Title:					
Previous Incumbent Name:					
Reason for Employment Requisition : See next page for more information (complete either Section A or Section B)					
Section A – Permanent Positions					
☐ Permanent Replacement		☐ Full Time		☐ Part Time	
☐ New Position					
☐ Temporary Replacement		Reason for Replacement:			
Position Vacancy Date:					
Section B – Contract Positions					
☐ Temporary Contract		☐ Full Time		☐ Part Time	
☐ Temporary Contract Renewal		Budget Code:	Fund (6)	Organization (4)	Account (5)
Start Date:		End Date:		Proposed Salary:	
☐ Temporary Replacement		Reason for Replacement:			
Position Vacancy Date:					
Recommended by:					
Appropriate SMG Member:		Print	Signature	Date	
Authorized by:					
Appropriate EMG Member:		Print	Signature	Date	
Financial Planning Use Only:	Budget Available: ☐ Yes ☐ No			Notes:	
	Amount Budgeted: \$				
Human Resources Use Only:	Position #:		Employee Class:		
	Job Title:		PCLS:		
	Starting Salary:		NOC Codes:		
	Affiliation:		Reports to:		
	Successful Candidate:		Start Date:		

HIRING AUTHORIZATION FORM DEFINITIONS & INFORMATION

REASON FOR EMPLOYMENT REQUISITION:

SECTION A:

Permanent Replacement:

Permanent funding already exists and the vacancy occurs due to an employee leaving Saint Mary's University. A vacancy is an opportunity for reassessment of job responsibilities. Vacant positions need to be reviewed in accordance with the [Job Evaluation Policies & Procedures](#).

New Positions:

Permanent funding has been approved (generally through the annual budget process) for the creation of a new indefinite term position and this will be an addition to existing staff positions. All new NSGEU and Administrative/Professional/Confidential positions must be provisionally rated through the [Job Evaluation Policies & Procedures](#).

Temporary Replacement Positions:

Permanent funding exists and position is filled on a temporary basis due to a temporary vacancy (Examples: maternity/parental leave, illness/injury leave, deferred leave, education leave, etc...). A temporary replacement is hired for the duration of the permanent employee's leave of absence and generally has a pre-determined start and end date. As this is not a permanent vacancy, the position description does not need to be reassessed.

SECTION B:

Contract Positions - Contract positions do not fall under the Job Evaluation Processes & Procedures. The terms of reference, working conditions and responsibilities are determined by the hiring manager/department in consultation with Human Resources.

Temporary Contract

Positions funded through temporary funding or funded through grants or external funding. Contract has a start date and end date based on the approved funding, as this is not a permanent position.

Contact Renewal

Renewal of temporary contracts funded through temporary funding or funded through grants or external funding.

Temporary Replacement Positions

Contract position is filled on a temporary basis due to a temporary vacancy (Examples: maternity/parental leave, illness/injury leave, etc...). A temporary replacement is hired for the duration of the employee's leave of absence and generally has a pre-determined start and end date.

AUTHORIZATION INFORMATION:

SENIOR MANAGEMENT GROUP (SMG):

- | | |
|---|---|
| ☐ Associate Vice President, Enrolment Management & Registrar | ☐ Senior Director, Facilities Management |
| ☐ Associate Vice President, External Affairs | ☐ Senior Director, Financial Services |
| ☐ Associate Vice President, Research | ☐ Senior Director, Human Resources |
| ☐ Associate Vice President, Teaching & Learning | ☐ Senior Director, ITSS |
| ☐ Dean of Arts | ☐ Senior Director, Student Services |
| ☐ Dean of Graduate Studies and Research | ☐ University Librarian |
| ☐ Dean of Science | |
| ☐ Dean, Sobey School of Business | |

EXECUTIVE MANAGEMENT GROUP (EMG):

- | | |
|--|---|
| ☐ President & Vice Chancellor | ☐ Vice President, Academic and Research |
| | ☐ Vice President, Finance and Administration |
| | ☐ Vice President, Advancement |