

Standard Operating Procedure

Human Resources and Employee Relations

Procedure: Waiving the 'Requirement to Post' CPM Positions

Department/Unit: Human Resources & Employee Relations

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Implementation Date: 01/2007

A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and University policies and procedures.

Description:

These guidelines and procedures apply to waiving the 'requirement to post' positions within the Confidential, Professional and Managerial (CPM) group.

1. Guidelines

- 1.1 In order to attract and retain competent and qualified employees, and in order to provide existing employees with an opportunity to advance their careers within the University, all vacancies arising for CPM positions must be posted.
- 1.2 Exceptions will be made only with the approval of the Assistant Vice-President (AVP), Human Resources & Employee Relations.

2. Applicability

- 2.1 A waiver of the 'requirement to post' a CPM position may be granted by the AVP, Human Resources & Employee Relations in the following circumstances:
 - 2.1.a To accommodate current employees who are displaced through restructuring or who are returning to work as part of a disability management program and who are deemed to be qualified for the vacant position.
 - 2.2.b Where there is a known market shortage, based on recent posting experience.
 - 2.3.c Where unique skills are required which are not available in the internal candidate pool.
 - 2.4.d Where there is evidence of a pressing organizational need, which is of such a nature that normal posting and search procedures would be detrimental to the University or to the search process.

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3. Procedures to Request that the 'Requirement to Post' a CPM Position be Waived

3.1. When applying to waive the 'requirement to post' a new or existing CPM posting, the hiring manager shall:

3.1.a Obtain (Financial) approval from their appropriate President/Vice-President/Dean/Principal.

3.2.b Complete and forward approval documentation (Recruitment Request Form and Job Summary) to Manager, Job Evaluation & Compensation Services, who will verify compensation details.

3.3.c Upon receipt of an approved job title and salary range from the Manager, Job Evaluation & Compensation Services, the hiring manager constructs a Request and Rationale to waive the posting, and emails this to the Director, Recruitment & Employment Equity. The Director, Recruitment & Employment Equity will solicit any missing information from the hiring manager, will process the request, and will forward the request with recommendations to the AVP, Human Resources & Employee Relations for approval.

The hiring manager's Request and Rationale should include the following information:

- Job title and responsibilities (with complete job summary attached)
- Job reports to which position
- Incumbent or predecessor, if any
- Identified individual and their background (e.g. length of service at York University)
- Current salary
- Starting salary in position
- Target start date in position
- Rationale for waiving specified individual (skills and experience the individual has demonstrated or possesses that makes them your choice to be waived into this position)

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4. Temporary Positions, Contracts and Extensions

- 4.1 All temporary positions or contracts of six months or more shall be posted unless an exemption is obtained from the AVP, Human Resources & Employee Relations consistent with the posting waiver process and the criteria established herein.
- 4.2 If the status of the temporary position or contract changes to a continuing position, then the position shall be posted unless an exemption is obtained from the AVP, Human Resources & Employee Relations consistent with the posting waiver process and the criteria established herein.
- 4.3 Extensions to temporary positions or contracts:
Temporary positions and contracts may be extended. An extension beyond a one-year period will require a waiver. The total period of time worked (from the first day worked of the first temporary position or contract to the end of the contract) must not exceed 24 months. If remuneration changes with an extension, compensation must be verified with the Manager, Job Evaluation & Compensation Services.

5. Completing the Process

- 5.1 If a waiver is approved, the hiring manager will be required to forward the following completed paperwork to their designated Recruitment professional, as appropriate:
 - Recruitment Request Form
 - ETF
 - Complete Job Summary
 - Copy of Offer Letter