



**Saint Mary's
University**

**HIRING AUTHORIZATION REQUEST FORM
CONFIDENTIAL**

Senior Management: As you know from the President's memo, the EMG recommended that cost savings be achieved this year by not automatically filling job vacancies for staff positions. This temporary policy is effective immediately until further notice. This applies to all existing jobs (including contract and temporary jobs) and new positions identified in the budget.

Any staff vacancies must be reviewed to consider the potential to defer hiring as long as practical, prior to HR receiving the EMG's permission to post. Department heads must submit this form to the applicable EMG member for the vacant position to be considered. EMG will assess each request. After each request is considered by the EMG, instructions will be provided to the HR Department.

SOURCE OF FUNDING	
DISCUSS THE POTENTIAL TO DEFER THE HIRING FOR AS LONG AS PRACTICAL	
ATTACHMENTS	Hiring Authorization Form + Supporting Documentation for hiring
DEPARTMENT RECOMMENDATION AND BUDGET IMPLICATIONS:	



HIRING AUTHORIZATION FORM (FOR STAFF POSITIONS ONLY)

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					
<input type="checkbox"/> Permanent Replacement		<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	
<input type="checkbox"/> New Position				<input type="checkbox"/> Sessional	
<input type="checkbox"/> Temporary Replacement		Reason for Replacement:			
Position Vacancy Date:					
Section B – Contract Positions					
<input type="checkbox"/> Temporary Contract		<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	
<input type="checkbox"/> Temporary Contract Renewal		Budget Code:		Fund (6)	
				Organization (4)	
				Account (5)	
				Program (4)	
Start Date:		End Date:		Proposed Salary:	
<input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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
- Associate Vice President, External Affairs
- Associate Vice President, Research
- Associate Vice President, Teaching & Learning
- Dean of Arts
- Dean of Graduate Studies and Research
- Dean of Science
- Dean, Sobey School of Business
- Senior Director, Facilities Management
- Senior Director, Financial Services
- Senior Director, Human Resources
- Senior Director, ITSS
- Senior Director, Student Services
- University Librarian

EXECUTIVE MANAGEMENT GROUP (EMG):

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