

Complement Management Form

Manager, please complete the form electronically, print, sign and obtain the remaining signatures on the hardcopy version.

Position Title:	Hours Per Week:
Reports To:	Projected Start Date:
Employee Group:	Department Number:
Estimated Payband:	

Reason for Position:

Why is this position important to the College? (Strategic Direction, Revenue Generation, etc.)

Target Date to Post:				
Budget Implications:				
Fiscal Year	Salary	Benefits	Total	
Current				Is Contained in Budget?
Next				Is Contained in Budget?

Type of Complement:

Manager Name:	Signature:	Date:
SMT Name:	Signature:	Date:
President	Approved	Deferred
Signature:	Denied	If deferred, till when?
	Date:	

Complement Management Form Guidelines

The complement management form is used to request new and replacement full-time and regular part-time support staff positions in the College. The form must be completed in its entirety before the recruitment process can begin.

Please contact your HR Consultant to discuss your staffing needs.

HR has provided a [Vacant Complement Checklist for Managers](#) with options for you to consider including other means to complete the work, subject to collective agreement requirements.

As the manager, complete the Complement Management Form and review this request with your SMT member. The SMT member will review the request and consult with the President for final approval and signature. The process flow is:

Manager -> SMT Member -> President -> HR Assistant, HR Systems Specialist

Here are some tips on completing the sections.

Position Information:

Projected Start Date is the anticipated start date following a job competition process.

Payband should be estimated if this is a new position.

Reason for Position:

If this is a new position, specify why this position is required. If this is a replacement position, specify why you continue to need this position in your department.

Refer to the strategic direction and revenue generation sections to document why this position is needed, regardless of whether it is new or replacement.

Please specify the target date by when you are hoping to post this job opening.

If the Position Description Form (PDF) or Job Fact Sheet (JFS) is not current within the last year, your HR Consultant will work with you to make the necessary updates.

Budget Implications:

You must verify with your budget officer if there is room in the current fiscal year budget to cover the cost of salary and benefits for this position. If not, you must specify that this position is not contained in your department budget. A similar assessment should be made for the next fiscal year. Use the complement management form to explain the source of funding.

Type of Complement:

Choose new, replacement or transfer of complement. If this is a replacement, specify the name of the former incumbent of the position. If this is a transfer from another department, also specify the department from which it is being transferred and whether the budget is being transferred.