



Hiring Exceptions Process

Definitions

A "Hiring Exception" is:

- hiring for a newly created position; and/or
- hiring for a position that is not included in current budget unless externally funded.

A "Hiring Exception" is not:

- hiring for a position that is externally funded;
- hiring that is required to backfill an employee leave of absence;
- hiring to replace an employee who has departed or moved to another position; and,
- providing overtime to staff that is required for college operations.

Guidelines and Principles

Managers are accountable for their overall budgets and expected to be prudent when determining staffing needs. It is expected that prior to requesting a hiring exception the hiring/budget manager will:

- 1) explore using existing staff/complement (in accordance with applicable collective agreement provisions).
- 2) ensure that the new position was created to adapt to the inevitably changing workplace ("future-proofing").

For academic staff: if hiring part-time faculty, ensure that all qualified full-time (FT) faculty (from all schools and program teams) are fully work loaded (40-44hrs) and unable to teach additional course(s). If hiring FT faculty, assess enrollment numbers/program costing and number of existing FT faculty teaching in the program to determine if replacement in the program is required. FT complement may be used in another program where a gap exists.

For support staff: support staff should be hired as initiatives and opportunities if it is a new position to the college.

Every hiring process, exception or otherwise, is initiated with the completion of a Complement Management Form (CMF) available [here](#).

Hiring Exception Process

Step 1) The complement management form will be completed by the hiring/budget manager. Complement management forms can be found [here](#).

Step 2) The completed [complement management form](#) will be submitted by the hiring/budget manager to their direct supervisor for review and endorsement. **NOTE:** Step 3 can be bypassed if an

SMT member is the direct supervisor.

Step 3) If endorsed at Step 2, the complement management form will be submitted to the respective Senior Management Team (SMT) member for final review and endorsement.

Step 4) If the hiring exception receives final endorsement by the SMT member, the SMT member will bring the exception forward to SMT for final review and approval.

Step 5) If the hiring exception is approved by SMT the Vice President, Organizational Effectiveness & Human Resources (HR) will notify HR of the approval.

Step 6) Spot audits will be completed by the SMT leader and HR.

NOTE: To initiate a hiring process, the hiring manager completes the Complement Management Form available [here](#) and sends it to humanresources@flemingcollege.ca.

A complement management form is required for all hires regardless of whether it is a hiring exception or not.