

Reference Document
Approval Process by Position Type

See Next Page for Reference

Type of Role	Role Description	SMT Leader	CMWG	Presidents Office
Permanent Administrative Support Academic	Permanent employment with the college.	Yes	Yes	Yes
Temporary - Academic - Teaching Partial Load, Part Time, Sessional - Contract Faculty	<p>A partial-load employee is defined as a teacher who teaches more than six and up to and including 12 hours per week on a regular basis.</p> <p>Part-time faculty teach between 1 and 6 hours per week. This category is not covered by the Collective Agreement for Academic Employees. The pay schedule for part-time teaching is established by the College and is reviewed on an annual basis.</p> <p>Appointed on a sessional basis for up to 12 full months of continuous or non-continuous accumulated employment in a 24 calendar month period (Appendix V Article 2 of Academic Collective Agreement). Teaching contracts must have more than 12 Teaching Contact Hours (TCH) per week (or equivalent) in order to be considered sessional appointments.</p>	Yes		
Temporary - Academic - Non Teaching Support Staff - NonTeaching (Research) Academic Curriculum Development	Providing non teaching support e.g. Research Scientists, Tutors, Curriculum Development CONTRACT EXTENSIONS REQUIRE THE SAME APPROVAL PROCESS	Yes		Yes
Temporary - Non Academic Administrative Support Staff (TPT/CPT)	Hired into a temporary position to backfill, provide additional support CONTRACT EXTENSIONS REQUIRE THE SAME APPROVAL PROCESS	Yes		Yes
Appendix D Temporary employee to replace a full time support staff for illness/vacation Under the Full Time Support Staff Collective Agreement	Persons employed on a casual or temporary basis to replace FT Support bargaining unit employees absent due to vacation, sick leave or leaves of absence	Yes		
Initiatives & Opportunities (IO) Under the Full Time Support Staff Collective Agreement	An Initiative/Opportunities position is a position within the Full-Time Support Staff bargaining unit, in which the established termination date is known at the time the position is created and forms part of the employment contract with the individual who is selected for the position. Additional approvals with the union prior to one being brought forward.	Yes	Yes	Yes - For roles that are not externally funded
Students	<p>Students employed temporarily for more than twenty-four (24) hours per week during the period of mid-April to the last Friday before Labour Day.</p> <p>Part Time - Student Employees are students who are occupying positions that are only made available to current students of the College. Hired during the fall and winter semesters working 15 hours or less a week during study periods or 24 hours or less during non study periods.</p>	Yes		

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The following process approvals will be in place for all hiring and recruitment efforts. If you have any questions regarding the process, please connect with your SMT leader.

SMT Leader Approval Only:

1. The hiring manager will initiate the request with their SMT Leader. Request must be in writing, e.g. email.
2. The written approval must be sent with the request to hire

[Letter Request Only: hr@flemingcollege.ca](mailto:hr@flemingcollege.ca)

[Request to Recruit: Samantha.rivers@flemingcollege.ca](mailto:Samantha.rivers@flemingcollege.ca)

CMWG Approval Required:

1. Hiring Manager completes the Complement Management Form 'CMF', which includes: Finance Approval (Contact is Leah Koehler), Approval From their Direct Manager, Approval from the SMT Leader, and will also require a finalized job description
2. CMF is submitted to HRTO (Sam Rivers)
3. Review by CMWG
4. Review by Presidents Office

SMT/Presidents Office Approval:

1. Approval will be initiated by Human Resources
2. SMT members will receive notice from Human Resources if a position is not approved to move forward. The SMT member will communicate the outcome with the Hiring Manager.

1. If I already had approval for a temporary employee and I need to extend the term, do I need approval again?

Yes. Extensions will need to be reapproved based on the position type. The approval will need to be submitted with the extension request to HR.

2. When does this come into effect?

This is an immediate change. Please connect with your SMT member if you are currently waiting on a letter request from HR and did not include notice of SMT approval.

3. Can I still give a verbal offer to an employee that I would like to hire?

Yes, ONLY if you have received the required approvals.

4. What happens if my position is denied?

You can ask for further review of the request with your SMT member. You may be required to resubmit the request through the appropriate channels, e.g. Complement Management Working Group.

5. The employee already started work as we expected the position to be approved, but it wasn't, what do I do?

An employee can not start work without an appointment letter. Any employee who has started work without a letter should be asked to pause work until the hiring manager can discuss the role further with their SMT member. If the role is not approved notice will need to be given to end employment.

6. Will all of the delegates who support hiring receive this information?

Not directly from HR, if you have a delegate who supports hiring please ensure you are discussing this process with them. If we receive a request from them without the proper approval we will not be processing the requests.

7. What if the position I'm hiring isn't on the Position Type list?

Please connect with your HR Consultant to determine what type of role it would qualify as.

8. Is HR going to follow up with my SMT member if I send a request without the written approval?

No, HR is not going to follow up with SMT members. The Hiring Manager is responsible for having the SMT written approval submitted with the letter request and prior to the employee commencing work.