

Complement Management Working Group 'CMWG'

Mandate: Evaluate and either approve, defer or deny:

- requests to create and hire new positions,
- replacements for existing but vacant positions, or
- repurpose existing positions into a new role.

Members:

- Al Lambert (Acting Co-President/EVP HR & Org Development)
- Theresa Knott (Acting Co-President/EVP Academic Experience)
- Susanna Beckstead (Chief Financial Officer)
- Kate McIntosh (VP Student Experience)
- Samantha Rivers (HR Talent Officer)

Scope of CMWG

CMWG Review is Required for:

- All Permanent Roles – Admin/Support/Academic
- Initiatives & Opportunities (temporary roles under Appendix K of the FT Support Staff Collective Agreement – Specific Criteria & Process Required)

I Have A Role for CMWG...What's Next?

- Complete a Complement Management Form 'CMF'

CMF Location & Content

- CMF Location: Human Resources; Information for Managers; Recruiting Employees
- Position details must align with the job description
 - **Including:** Position Title, Pay Band, Home Campus, Complement Type, Hours of Work, Supervisor
 - While the role is vacant this is a good opportunity to review the scope of the role and update the job description.
 - If modifications are required, connect with your HRC and the Total Rewards Consultant (Kim Fleming) to review the process.

CMF Content - Continued

- How does this hire align with the [strategic plan and priorities](#)?
- Risk to the College for not hiring this position?
 - e.g. Legislative, loss of funding, operational
- Can the risk be mitigated through other means?
- Alternatives to hiring?

If you have any questions about alternatives to hiring consult with your HRC.

Final Steps

1. Approval from the area SMT Member - Signature on Form
2. Finance Review - Send to Leah Kohler - **NEW**
3. Send the completed form to HRT0 - Samantha Rivers

Following the CMWG meeting the HRT0 will notify the hiring manager of the decision