

Reference Document
Approval Process by Position Type

See Next Page for Reference

Type of Role	Role Description	SMT Leader	CMWG	EVP Academic Experience
Permanent Administrative (FT/PT) Support (FT/PT) Academic	Permanent employment with the college.	Yes	Yes	Academic Only
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. Additional approvals from the union are required prior to filling.	Yes	Yes	
Temporary - Academic Teaching Partial Load, Part Time, Sessional - Contract Faculty Non Teaching Support Staff - NonTeaching (Research) Academic Curriculum Development	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. 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. 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. Providing non teaching support e.g. Research Scientists, Tutors, Curriculum Development	Yes		Yes
Temporary - Admin	Hired temporarily to backfill for a full time position, to provide additional support, or in situations when a permanent role is not required e.g. funded projects	Yes		
Temporary - Support Appendix D - Temporary employee to replace a full time support staff for illness/vacation Part Time/Casual Part Time (TPT/CPT)	Under the Full Time Support Staff Collective Agreement an App D is hired on a casual or temporary basis to replace FT Support bargaining unit employees absent due to vacation, sick leave or leaves of absence TPT/CPT - Hired to provide temporary support	Yes		
Students	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. 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.	Yes		

EXTENSIONS REQUIRE THE SAME APPROVAL PROCESS

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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

Request to Recruit: Samantha.rivers@flemingcollege.ca

If the SMT Leader is the one requesting the position, they will require approval from their leader, e.g. President, EVP, Chief of Staff, CFO

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 confirmation of job description
2. CMF is submitted to HRT0
3. Review by CMWG
4. HRT0 will connect with the Hiring Manager

EVP Academic Experience:

1. The Hiring Manager is responsible to initiate the approval through the Academic Division Hiring Request process. See the Academic Experience Office for support.
2. HR will require the approval to process the request.