NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Revised: April 3, 2014 Approved: Feb 6, 2011 Responsibility: Executive Team

PRACTICE NUMBER: NC600 -time

with an identified term end date.

tions refer to a Support Staff position created through hadefinitive end date no greater than two (2) years.

B. Purpose

The intent of this practice is to ensure that decisions relating to filling full-time complements are made in a consistent, consultative, timely and efficient manner to best meet the human resources and organizational needs of the College.

C. Practice Statements

Principles

- 1. Every full-time complement vacancy shall be reviewed to ensure the core duties of the position continue to support and advance the strategic plan of the College.
- 2. The decision to fill full-time complement vacancies will be made in the context of meeting our approved annual budget plan. President to make staffing decisions within their fiscal budget.

Process

5. The Hiring Manager identifies a need for a new full-time complement, replacement of a full-time complement, term certain position or an Initiatives and Opportunities position.

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PRACTICE TITLE: Full-Time and Term Certain Complement Approvals

- 6. The Hiring Manager prepares a complement approval request form which includes a business case endorsed by the respective Vice-President.
- 7. The request is discussed and submitted to Financial Services for review and recommendations for approval.
- 8. The request is discussed and reviewed by Human Resources (HR) to consider all staffing options and considerations.
- 9. The Hiring Manager modifies the complement approval form to reflect input from Finance and HR and submits to the Recruitment Coordinator.
- 10. The Recruitment Coordinator initiates an automated final approval request form circulated according to the approval chart below:

COMPLEMENT APPROVALS	Finance	HR	VP	Exec
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