

Policy History
Policy No. HR26
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Vice President Human Resources
Effective Date: April 11, 2023

Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff Policy

A. CONTEXT AND PURPOSE

This policy and accompanying Procedures delineate the responsibilities and compliance requirements for the appointment and termination of all term and continuing administrative positions (academic and non-academic), and how other Board and university policies apply across the range of such positions.

B. SCOPE AND LIMITS

This Policy and the related Procedures delineates responsibilities and compliance requirements for the search advisory, appointment and re-appointment, terms of employment, employment agreements, letters of offer, terminations and other matters related to the hiring of the President, all senior academic administrators, all senior administrative positions and all other administrative positions as defined in the related, subservient policies:

1. HR11 (G 20) Search Advisory and Appointment of Administrative Positions,
2. HR22 Presidential Search Advisory, Appointment and Re-appointment,
3. HR20 Search Advisory, Appointment and Re-appointment of Senior Academic Administrator Positions, and
4. HR25 Search Advisory and Appointment of Senior Administrative Positions

C. STATEMENT OF POLICY PRINCIPLES

1. The Board of Governors and the University's Human Resource Services is responsible for ensuring that the appropriate oversight is provided, in accordance with the University's Policies and Procedures, the Board Governance Manual, relevant sections of the

University's collective agreements and the regulations established by the external regulatory agencies, as well as consultation, as required, with the University's Financial Services, General Counsel, Senate and unions.

2. Human Resource Services is responsible to the President for the oversight of the processes of search advisory, appointments, re-appointments and terminations as well as determining terms of employment, employment agreements, letters of offer and other matters with respect to all senior academic administrator, senior administrative positions and other administrative positions as identified in related policies HR11 (G20), HR20 and HR25.
3. Human Resource Services is responsible to the Board Chair for the oversight of the processes of search advisory, appointments and re-appointments as well as assisting in the drafting of employment agreements, letters of offer and other matters with respect to the President as identified in the related policy HR22.
4. Compliance must be assured in all instances covered by this policy with all relevant external and internal regulatory requirements.
5. Pre-employment contracts are not used except in circumstances where the University requires a candidate to provide transitional services before s/he commences employment. In cases where a pre-employment contract is required, the contract includes reference to a timeframe, clear deliverables and payments that reflect the nature of the deliverables. All such contracts receive the appropriate approvals and are reported in accordance with all internal and external guidelines.
6. The negotiation of contract terms is limited to those person(s) or groups assigned the responsibility for approving the candidates as specified in the Board Governance Manual; these person(s) or groups liaise with Human Resource Services to ensure that the contract terms are within external regulatory guidelines.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

1. University Act 27 (2) (g)
2. Board Governance Manual
3. Policy HR11 Search Advisory and Appointment of Administrative Positions
4. Policy HR20 Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions
5. HR22 Presidential Search Advisory, Appointment and Re-Appointment Policy/Procedures
6. Policy HR25 Search Advisory and Appointment of Senior Administrative Positions

F. RELATED PROCEDURES

Refer to Procedure HR 26 *Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff*