

# PERMANENT STAFFING REQUEST FORM

## NON-ACADEMIC STAFF POSITIONS



Department of  
Human Resources

Please email completed Permanent Staffing Request Forms to the Department of Human Resources  
New positions require a job description and position banding prior to this form being submitted  
*Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager*

Job Title: \_\_\_\_\_ Start/Effective Date: \_\_\_\_\_

OPSEU     Exempt

Band: **1**                      Step: **1**

Hiring Department: \_\_\_\_\_

Salary Account #: \_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

Manager/Chair/Supervisor's Name and Title: \_\_\_\_\_

### EMPLOYMENT DEFINITION AND DURATION

Full-time, Regular

Duration: \_\_ \_\_     Weeks     Months    Hours of Work Per Week: \_\_ \_\_

Reason: **Resigned**

Name of Incumbent (if applicable): \_\_\_\_\_

If other; please provide additional details: \_\_\_\_\_

### ADDITIONAL INFORMATION

Justification for Request: \_\_\_\_\_

If applicable, additional work details: \_\_\_\_\_

Explanation of Budget Source: \_\_\_\_\_

If applicable, please include details of permanent change: \_\_\_\_\_

## RATIONALE FOR HIRING REVIEW

1. What is the full cost (salary, benefits, other) of this position? \$ \_\_\_\_\_

2. Is the full cost included in the Department's budget?

(a) Base budget

YES  NO

(b) Approved in budget for next fiscal year

YES  NO

(c) Full cost covered by President/Vice-President budget?

*(President/VP to make budget transfer arrangement with Budget Services).*

YES  NO

4. How does this position/staffing change fit within the overall staffing strategy for the department (e.g., critical to day-to-day operations and priorities, essential to the growth and success of the University, required under legislation)?

5. What approaches have been considered and/or implemented to ensure this position/staffing change is the most cost effective option (e.g., deferring/ cancelling/reassigning tasks, departmental restructuring, ROI analysis)?

6. Please indicate whether this position aligns with the following criteria and provide your rationale:

Reputation and Quality - Protect the academic mission of the University and the quality of its programs;

Strategic - Be strategic regarding reductions rather than across-the-board;

Student Experience - Protect the quality of the student experience;

Culture - Aim for reductions that have the least impact on faculty and staff or other departments;

Risk - Minimize risk exposure; and

Financial Sustainability - Implement initiatives that will enhance operating efficiencies or improve revenue generation.

Rationale:

**APPROVALS**

**VETTED BY HUMAN RESOURCES**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMITTED BY DEAN/DIRECTOR/AVP/VP**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED BY BUDGET OFFICE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED BY VICE PRESIDENT**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY VP, PEOPLE, CULTURE & STUDENT SERVICES**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Mandatory benefits (Workplace Insurance, Vacation, CPP, EI and Employer Health Tax) are required for all positions – this cost is an additional 14% (approx.) of the salary for the duration of the contract. Health/Dental benefits are required for positions that are 17.5 hours or greater per week - this cost is approximately \$450 per month – a template is available from Budget Services for estimating benefits.