

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Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager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**

Departing/Absent Employee Name

(If Applicable): _____

If other; please provide additional details:

Individual Being Appointed

(If Applicable): _____

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.