

TEMPORARY STAFFING REQUEST FORM

NON-ACADEMIC STAFF POSITIONS



Department of
Human Resources

Please email completed Temporary 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Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager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 Recommended End Date: _____
Hiring Department: _____ Salary/Wage Full Cost (salary, benefits*, other): \$ _____
Manager/Chair/Supervisor's Name and Title: _____ Band: **1** Step: **1**
Salary Account #: - - %
_____ - - - - - - - %

EMPLOYMENT DEFINITION AND DURATION

New Contract Duration: __ __ Weeks Months Hours of Work Per Week: __ __
 3 months or less and/or not planning to post
Reason: **N/A** 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

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

<input type="checkbox"/> VETTED BY HUMAN RESOURCES Name: _____ Date: _____	
SUBMITTED BY DEAN/DIRECTOR/AVP/VP Name: _____ Title: _____ Signature: _____ Date: _____	
APPROVED BY HUMAN RESOURCES Name: _____ Signature: _____ Date: _____	APPROVED BY BUDGET OFFICE 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.