

 DALHOUSIE UNIVERSITY EMPLOYMENT REQUISITION POLICY	<i>Policy Sponsor:</i> Office of the VP Finance & Administration	<i>Approval Date:</i> April 1, 1989
	<i>Responsible Unit:</i> Financial Services	<i>Revisions:</i> June 30, 2019

A. Background & Purpose:

This policy outlines the responsibilities of University personnel who have authority to approve new, replacement or adjustments to non-academic positions.

Application of this policy is intended to ensure that:

1. Expenditure of University Funds are approved at an appropriate level;
2. Salary commitments are appropriately funded and supported by ongoing budget resources;
3. Terms and conditions of employment align with applicable collective agreements, handbooks, and legislation.

B. Application

This policy applies to all new, replacement or adjustments to all non-academic positions that are funded from Operating, Endowment and Ancillary Funds. Positions paid from Research and Special Purpose funds are only covered by this policy if the position is part of the DPMG or NSGEU employee groups.

This policy is to be applied in conjunction with all other University policies, including, but not limited to, the Spending Authority for University Funds Policy, and the Document Execution / Contract Signing Authority Policy.

This policy does not apply to academic appointments which are covered under the Academic Appointments Policy. The Spending Authority Policy for University Funds determines the individuals who have the authority to commit University Funds; the Employment Requisition Policy may require additional approvals.

C. Definitions:

In this Policy:

- a. **Casual Employees** are employees who do not have regularly scheduled hours of work and do not have a commitment of continuing regular work.
- b. **Non-Academic positions** are employment positions that do not carry an academic appointment as described in the Academic Appointment Policy.
- c. **Regular Position** is an ongoing appointment that is not time limited in accordance with the applicable collective agreement or handbook provisions.
- d. **Temporary or Term Position** is an appointment which is time limited in accordance with the applicable collective agreement or handbook.
- e. **Unit Authority**
 - i. For an Operating, Ancillary or Endowment Account, the Unit Authority is the individual assigned responsibility for the budget and activities of a Faculty, or Major Service or Support Unit.

- ii. For a Research Account, the Unit Authority is the Principal Investigator to whom the research funds were awarded.
 - iii. For a Special Purpose Account, the Unit Authority is the individual assigned responsibility for the budget and activities of a Faculty, or Major Service or Support Unit.
- f. **Spending Authority Delegate** is the individual who has been authorized by a Unit Authority to approve commitments and expenditures within a prescribed threshold on their behalf in accordance with the Spending Authority for University Funds Policy.

D. Policy:

1. Financial Services' and Human Resources' approval is required for all non-academic appointments to be funded from Operating, Ancillary or Endowment accounts. This includes but is not limited to the following:
 - a. New positions
 - b. Replacement for existing positions
 - c. Adjustments to existing appointments may include, but are not limited to:
 - i. Change in FTE
 - ii. Change in funding source
 - iii. Increased salary expenditures due to temporary assignment
 - iv. Extension of temporary or term appointments
 - v. Change in hours
 - d. Temporary or term positions greater than three months (including the use of an external staffing agency)
 - e. Conversion of an existing term or temporary appointment to a regular appointment in accordance with the applicable collective agreement or handbooks and University policies.
 - f. Employment requisitions are not required for casual employee hires.
2. Applications for approval under section 1 are made by submitting an employment requisition in accordance with the Procedures.
3. Employment Requisitions must be approved by the Unit Authority or Spending Authority Delegate as described in the Spending Authority for University Funds Policy. In addition, for **all** regular positions, the Unit Authority must approve the Employment Requisition. This cannot be delegated.
4. Financial Services will approve the employment requisition and forward it to Human Resources where:
 - a. The position is identified in the budget;
 - b. The unit completing an employment requisition has a balanced budget; and
 - c. All financial reporting requirements are up to date.
5. Human Resources shall not initiate the hiring process for any position or implement changes to existing positions where an employment requisition is required, without the approvals required under this Policy.
6. If the Faculty or Major Service or Support Unit completing an employment requisition is projecting a budget overrun, has an outstanding deficit from a prior year, and / or outstanding financial reporting requirements, the employment requisition will be referred to the Director of Budgets and Financial Analysis who will review the request and may recommend approval to the Assistant Vice President, Financial Services.

The following factors will be considered:

- a. Current and past budget performance
- b. Temporary or continuing commitment
- c. Replacement or new position

- d. Other factors the unit brings forward
 - e. An approved multi-year plan that resolves the deficit
7. When a Faculty or Major Service or Support Unit is unable to provide sufficient funding confirmation (per the factors set out in section D6 the Dean or Head of the Major Service and Support Unit must provide a detailed justification to support the request for the position for the consideration of the Assistant Vice President, Financial Services. The Assistant Vice President, Financial Services may recommend approval to the Vice President Finance & Administration and the Vice President, Academic & Provost.

E. Authority

This Policy falls under the authority of the Office of the Vice President, Finance & Administration.

F. Procedures

1. The completed employment requisition should be submitted to Financial Services.
2. The submitted employment requisition must have all required approvals.
3. The Unit Authority, or delegate will ensure that:
 - a. Funds to support the salary commitment are available.
 - b. All supporting documentation is provided to Financial Services in instances where the funding for the position is not included in the current balanced budget. The employment requisition should include **written confirmation** of funding from alternative sources if applicable.
 - c. When the budget for a fiscal year has not been finalized or Financial Services has not received a budget submission from a Faculty or Major Service or Support Unit; the Faculty or Major Service or Support Unit must advise how the position will be funded.
 - d. Where D7 applies, detailed justification to support the request for the position must be provided by the Dean or Unit Head.
 - e. The job has been classified by Human Resources (if applicable).
4. Financial Services will review the employment requisition and verify that sufficient funding for the position exists within the approved budget for the Faculty or Major Service or Support Unit.
5. Employment requisitions are processed within 24 hours of receipt in Financial Services, provided the requirements are met under section D4 of the policy.
6. If the employment requisition does not meet the requirements under policy section D4, it should be anticipated that there will be longer turnaround times for approval. Faculties and Major Service and Support Units should ensure the employment requisition is submitted well in advance of any internal deadlines to allow for the additional time required.