



Policy Number:	CS-1310-1985
Policy Title:	Creation and/or Filling of Budgeted Positions
Policy Owner:	Chief Human Resources Officer
Effective Date:	April, 1985
Last Revised:	June 25, 2020

In light of COVID-19, please note the following changes to the Creation and/or Filling of Budgeted Positions Policy effective June 3, 2020 and until further notice:

- Section 6 – Responsibilities – During this time, the new process for creating and/or filling a budgeted position is:

The **Hiring Manager** is to complete a Request to Hire (RTH) form, have it approved by their **Senior Leadership Team (SLT)** member and submit to their **Human Resources Consultant (HRC)**. The **HRC** will provide the form to the **Financial Planning Analyst (FPA)** for review to ensure position and funding exists. Any issues are flagged to the **Chief, Finance Officer (CFO)**. The RTH will have the **HRC** and **FPA** signoff before being provided to the **Division's Vice President** for approval.

The **Division Vice President** will send the form to the **Vice President Corporate Services**, who will then bring it to the **Chief Operating Officer** and **Vice Presidents** meetings for review and approval. The signature of the **Vice President Corporate Services** will indicate this approval.

All approved RTH forms will be returned to the appropriate **HRC** and the **HRC** will notify the **Hiring Manager** that the hiring may proceed.

1. Purpose

The purpose of this policy is to identify the guiding principles and responsibilities of the various business partners when creating and/or filling positions (as defined below) that require dollars to be budgeted.

2. Application and Scope

This policy applies to all employees within the college.

3. Definitions

For the purpose of this policy, "position" includes all of the following:

"Full-time position" is a budgeted position with no end date in the administrative, academic or support employee groups.

“Initiatives/Opportunities position” is a full-time support staff budgeted position lasting no more than 24 months.

“Project of a Non-Recurring Kind position” is a temporary support staff budgeted position lasting no more than 12 months.

“Special Project position” is a temporary administrative budgeted position with an end date.

“Appendix D” position occurs when a person is employed on a temporary basis to replace bargaining unit employees absent due to vacation, sick leave or leaves of absence.

4. Principles

To ensure that Mohawk College is acting in a fiscally responsible manner all requests to create a budgeted position and utilize dollars currently budgeted for a position must be handled in a uniform and transparent manner.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team.

5.2 Compliance

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with the Academic Collective Agreement, Support Staff Collective Agreement as well as any additional applicable college policies and provincial or federal regulations.

6. Responsibilities

6.1 Hiring Manager

Once a need has been identified within a department for a position, the Hiring Manager is responsible for completing the Request to Hire Form (RTH) and forwarding to the Human Resources Consultant for review.

6.2 Human Resources Consultant (HRC)

The HRC is responsible for assisting the Hiring Manager in the completion of the RTH; they will ensure that the RTH is in compliance with any Collective Agreements and/or terms of employment, forwarding the form to the Financial Planning Analyst for review.

6.3 Budget and Financial Strategies Department

The Budget and Financial Strategies department is responsible for assessing what (if any) impact the full-time position will have on the corresponding department’s budget and whether the RTH requires VP and Mohawk Executive Group (MEG) approval. The department is responsible for

confirming the availability of budget, determining whether funding is legitimate (e.g. replacement or backfill of an existing active position) and whether the full-time position will increase the department's complement.

If sufficient, legitimate funding is identified and there is no increase in complement the request is forwarded to the VP for review and approval.

MEG approval is also required in addition to the approval of the respective VP, if any of the following criteria is met; there is insufficient funding, the funding is deemed by the FPA to not be legitimate or there is an increase in complement.

7. Policy Revision Date

Next review date: July 2022

8. Specific Links

Request to Hire Form

Local 241 - Support Staff Collective Agreement

Local 240 - Faculty Collective Agreement