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**Resourcing Policy**

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Policy Number:	4411
Owner:	VP FA
Current Approved Date:	Feb 15, 2018

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**POLICY STATEMENT**

This policy defines the fundamental requirement for the staffing of New Brunswick Community College (NBCC).

This policy provides that appointments to positions on the Plan of Establishment are based on merit and are made by competition or by such other process of selection designed to establish the merit of the candidates.

**PURPOSE**

NBCC maintains a Plan of Establishment comprised of budgeted positions required on an on-going basis for conducting the core business of the College. In addition, there are a number of budgeted seasonal and term positions. Additions and deletions to the Plan of Establishment must be approved by the President & CEO.

**SCOPE AND LIMITATIONS**

Not applicable.

**1.0 DEFINITIONS****Casual Employment**

- where there is a short-term need not expected to exceed nine months and is not on the plan of establishment.

**External Competition**

- open to members of the public.

**Internal Competition**

- open to NBCC employees.

**Regular Position**

- a position on the Plan of Establishment which may be either full-time or part-time (at least one third of regular hours).

**Seasonal Position**

- a position on the Plan of Establishment where the need is of a recurring nature and normally for a minimum of six months each year.

**Term Position**

- a position on the Plan of Establishment where the need is for a predetermined time in excess of nine months.

## 2.0 IMPLEMENTATION

### 2.1 Authority to Appoint

Regular/Seasonal/Term positions/Casual – authority to appoint shall rest with the Vice-President, Employee and Student Development.

Rehiring of Retirees – authority to appoint shall rest with the President & CEO.

### 2.2 Competitive Process

All appointments to the Plan of Establishment shall be based on merit and filled through a competitive process or by such other process of selection designed to establish the merit of candidates as the President & CEO or designate considers is in the best interest of NBCC.

An exception to the use of the competitive process may be granted at the discretion of the President & CEO when the position requires specialized professional, scientific or technical knowledge and experience or in extraordinary circumstances.

The President & CEO may approve appointments without competition for the purpose of employee training and development, succession planning, reorganization, or employment equity goals.

As required by some collective agreements, union representatives will be notified of all competitions within the scope of the collective agreements. Competitions will be open for ten (10) working days unless otherwise specified in a collective agreement.

Job openings will be advertised using an approved brand, format, and content standard.

From among the qualified candidates in a competition, the most qualified candidates will be placed on an eligibility list to fill the vacancy or anticipated vacancies. Eligibility lists will be valid for one year. All unsuccessful candidates will be notified in writing of the decision.

All candidates appointed to positions will serve a probationary period in accordance with relevant collective agreements and as articulated in offers of employment.. With the approval of the Vice-President, Employee and Student Development, the probationary period may be waived for appointments of a former NBCC employee. The probationary period may be extended for six months, not to exceed twelve months.

Casual appointments, for a period not exceeding six months, are not required to be filled through the competitive process and may be made by the Vice-President, Employee and Student Development or designate. Such appointments may be extended for up to an additional three months at which time a competitive process will be initiated, or an employee, whose service is required on a temporary basis, may be converted to term status.

### 2.3 Appeal

If an individual believes that the process was not carried out fairly or appropriately, they must request in writing to the Vice-President, Employee and Student Development, a review of the process within **15 working days** of when they were notified that they were the unsuccessful candidate.

The Vice-President, Employee and Student Development will review the selection process and provide an answer in writing to the individual within **30 working days** of the receipt of the request.

If the review reveals that the process was not appropriately administered, the Vice-President, Employee and Student Development may declare the selection process to be invalid.

## **2.4 Terminations**

Terminations during the probationary period are subject to the terms and conditions as outlined in the offer of employment and subject to applicable statutes.

An employee who is absent from work for a period of five or more consecutive working days without contact, may be declared by the President & CEO as having abandoned their position and therefore the employee ceases to be an employee.

## **3.0 OTHER RELATED DOCUMENTS**

Staff Request Form (4411.5069)