

	Policy Sponsor:  Office of the VP Finance & Administration	Approval Date:  April 1, 1989
EMPLOYMENT REQUISITION POLICY	Responsible Unit:  Financial Services	Revisions:  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.



- d. Other factors the unit brings forward
  - e. An approved multiyear 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 6) 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 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 requisitions 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