

Hiring and Appointment of Non-Unionized Staff

The University strives to hire the most suitable and qualified candidates for positions and to provide equitable opportunities for employment. Appointments are normally made on the basis of a competitive process. Upon approval by the president, the director of human resources opens a competition for the vacant position.

INTERNAL COMPETITION

The University recognizes the benefits of providing current employees with opportunities for promotion and transfer within the University. Therefore, any vacant non-unionized staff position is normally advertised internally for a period of at least ten (10) business days to give current employees first consideration. When an employee applies for a vacant position and when her/his qualification, experience and past performance demonstrate the capability to perform this job effectively, this employee is offered the position. When there are two or more internal candidates with the capability of performing the job, the candidate deemed to be most qualified by the selection committee is offered the position.

The University recognizes the benefits of providing current employees with opportunities for promotion within the University. If a current employee is deemed to be qualified and suitable for a vacant position, the president may authorize an internal transfer. Where there is more than one current employee who is deemed qualified and suitable, the president may authorize an internal competition.

INTERNAL TRANSFERS

Staff who transfer internally by choice, are subject to a six month probationary assessment, and normally are not eligible for further transfer during this time. If the transfer proves unsatisfactory for reasons other than neglect of duty or misconduct, the University will endeavor to place the staff member in a more suitable position. Staff who are transferred at the request of the University shall not be subject to a probationary period.

REMUNERATION

If a current employee is a successful candidate in a competition, and the applicant's position carries the same classification, the employee's salary will be maintained at the same rate. If the new position carries a higher classification, the employee's salary will normally be moved to the minimum salary for the new position if higher than the employee's current salary or to the next highest step of the new salary category.

If an external candidate is the successful candidate in a competition, the salary offer shall be based on the position classification and salary scale and the candidate's experience and qualifications.

ADVERTISEMENTS

Advertisements are generally placed in regional newspapers, online job boards, the University Web Site and circulated to staff. Every advertisement shall conform to the University's visual identity standards and shall state that "St. Thomas University is committed to the principle of employment equity."

HIRING COMMITTEES

The supervisor of the vacant position for which a competition is being held serves as the chair of the hiring committees. The composition of the hiring committee normally consists of three people, including one employee from human resources who will support the supervisor in the hiring process. The recommendation for the hiring of all selected candidates will be made to the president by the chair of the hiring committee.

APPLICATION PROCESS

Applications are submitted to the human resources department. Each member of the hiring committee has an opportunity to review the applications. The hiring committee develops the short list and the human resources office schedules interviews. Following the hiring committee's selection of a candidate, reference checks are conducted. Upon completion of the interview process, the hiring committee makes a recommendation to the president. If approval is granted, a letter of offer is prepared. The human resources office informs all candidates when a hiring decision has been made.

APPOINTMENT PROCEDURES

A letter of offer is issued to each new employee stating the position title, salary, status, name of supervisor, employment benefits and vacation entitlement and any other specific terms and conditions of employment. Copies of the employee's pay scale, job description and details of employment benefits are attached.

PAYROLL AND BENEFITS ADMINISTRATION

All new employees will contact the human resources office upon arrival at the University for assistance with payroll and benefit administration.

MOVING EXPENSES

Moving allowances are negotiated with the new employee when an offer of employment is made. The University may pay all or part of the moving expenses incurred by newly appointed employees, in accordance with the offer of employment, and upon submission of original receipts and a statement of moving expenses.