

<b>University of Prince Edward Island</b>	<b>Policy No:</b> admhrdrs_0001	<b>Revision No:</b> 1
<b>Policy Title:</b> Staff Recruitment and Selection Policy		<b>Page:</b> 1 of 3
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<b>Authority:</b> Board of Governors	<b>Review Date:</b> November 28, 2018	
<b>Responsibility:</b> Human Resources		<b>Access:</b> W

## 1. Purpose

- 1.1 To ensure a timely, effective and equitable hiring process to attract, select and appoint non-academic employees of the University of Prince Edward Island (“University”).
- 1.2 To establish a process of recruitment and selection of University employees which is consistent and objective in its application, and which is in compliance with the laws of the Province and the terms of the University’s collective agreements.
- 1.3 The University, in fulfilling its mandate of teaching, research and service, recognizes the major role that staff play in the attainment of that objective. It therefore strives to attract and retain qualified and motivated employees to ensure that the University operates in an effective manner, and that it provides a satisfying employment experience for staff.

## 2. Scope

- 2.1 This Policy applies to the recruitment, selection and hiring of persons to fill non-academic positions within the University.
- 2.2 This Policy does not apply to the recruitment, selection and appointment of faculty, senior administrators, students, graduate and post-graduate students, assistantships or post-doctoral fellows, research assistants, or student internship, co-op, or on-the-job placements. It also does not apply to persons who may be located on campus, but who are working for other agencies and are not employees of the University.

## 3. Responsibility

- 3.1 This Policy is authorized by the Board of Governors.
- 3.2 The development and maintenance of this Policy, including the development and maintenance of staff recruitment and selection procedures for carrying out the terms of this Policy, shall be the responsibility of the Human Resources Department.

- 3.3 The administration of this Policy shall be the responsibility of the Human Resources Department and of the applicable Department or Faculty where the vacancy exists, with the exception of the administration of section 4.1.3, which shall be the responsibility of the President.

## 4 Policy

### 4.1 General

4.1.1 When a position is declared vacant or a new position is created, the originating Department (budget holder) shall review and discuss its request with the Supervisor and shall forward a staffing request form, as prescribed by the Human Resources Department (“*Staffing Request Form*”), to the appropriate Dean and Vice-President, Administration and Finance for budget authorization.

4.1.2 The completed and authorized *Staffing Request Form* shall then be forwarded to the Human Resources Department for processing, pursuant to the procedures established by the Department.

4.1.3 Notwithstanding the provisions of the Policy, or any other University policy, in the event of an unscheduled vacancy of a position or other similar urgent situation, an acting appointment may be made by the President for a period not to exceed one year.

### 4.2 Collective Agreements

4.2.1 Selection and appointment to positions falling within the scope of a unionized bargaining unit are subject to any relevant articles of the respective collective agreement. In such circumstances, the terms of the collective agreement shall have precedence over any other hiring processes including this Policy.

### 4.3 Priority for Canadian Citizens and Permanent Residents

4.3.1 Priority shall be given to Canadian citizens and permanent residents when required by law. Discussions with applicants who are not Canadian citizens or permanent residents regarding a possible offer shall be prefaced by stating that all Human Resources and Skills Development Canada, and Citizenship and Immigration Canada conditions of entry into Canada, and of employment in Canada must be met in order for the applicant to be appointed and remain employed by the University. The responsibility of meeting these conditions shall be the sole responsibility of the applicant.

4.4 Area of Competition and Advertisements

- 4.4.1 All competitions are posted as open competitions with the exception of positions subject to a collective agreement where priority shall be given to the members of the bargaining unit, according to the hiring guidelines of each respective collective agreement.
- 4.4.2 The method of advertisement shall be determined by the Director or Dean in consultation with the Department of Human Resources, based on such factors as past success, cost, and timeliness. Items to include in the posting for a position shall be determined by the Department of Human Resources.
- 4.4.3 Only the applications of those candidates who are invited to an interview will be acknowledged.

4.5 Conflict of Interest

- 4.5.1 Conflict of Interest means the existence of a situation whereby persons might benefit or cause gain or advantage for themselves or someone with whom they have a personal or business relationship, or might cause a disadvantage to someone with whom they have a business relationship by reason of their involvement in the decision.
- 4.5.2 There is no general prohibition on the grounds of family relationship against persons being employed within the University, or in the same department. However, situations are to be avoided which could potentially lead to conflict of interest.
- 4.5.3 In situations where there is a family relationship between employees, the employees shall not have any direct involvement in decisions affecting their partner, spouse, child or relative, including decisions relating to hiring, promotion and salary.

4.6 Reimbursement for Travel and Relocation

- 4.6.1 Reimbursement for travel and relocation in relation to employment with the University shall be governed by the *Moving & Relocation Expenses Policy*, the *Travel Expenses Policy*, the relevant collective agreement, or any other policy of the University applicable in the circumstances.

**5 Review**

- 5.1 This Policy shall be reviewed every five (5) years or as circumstances dictate, by the Board of Governors.