



## HUMAN RESOURCES

<b>Subject</b>	<b>DIRECT APPOINTMENTS TO EXEMPT POSITIONS</b>	
<b>Procedure Section</b>	<b>2 Recruitment and Selection</b>	
<b>No.</b>	2.11	
<b>Exempt Employment Policy References</b>	Policy Number E.2.8. C (Recruitment and Selection)	
<b>Collective Agreement References</b>		
<b>Forms &amp; Other Reference Material</b>	N/A	
<b>Status of Approval</b>	Approved: 24-Aug-2016	Chris Rawson

### PREAMBLE:

Okanagan College will hire and appoint the best qualified candidates for positions within the College. Section C.2 of the Recruitment, Selection and Probation Policy (E.2.8) for exempt employees indicates that:

*“The College reserves the right to promote or transfer an exempt employee from one position or classification to another without posting. When a posting does occur, vacant positions will be posted in accordance with College procedures.”*

Notwithstanding its ability to directly promote, transfer and second employees to continuing and/or temporary appointments, the College views vacancy posting as the preferred method for filling positions. Postings provide individuals in all employee groups with the opportunity for consideration and career advancement and create the opportunity for employment for the external community. Hiring managers are therefore encouraged to post vacancies, whenever possible.

Nonetheless there are occasions where direct appointments are appropriate. These occasions will be limited and based on the operational needs of the College.

Direct appointments may be made in the following circumstances:

#### **1. Temporary Positions**

- The secondment of employees to temporary exempt positions.

#### **2. Temporary or Continuing Positions**

- Where the College has posted a vacancy for a temporary or continuing exempt position and no suitable candidate has been located;
- When the College, a division or portfolio is undergoing a restructure and a direct appointment to an exempt temporary or continuing position will facilitate the restructuring;
- Where the College, a division or portfolio has recently undergone a restructure (within the past fiscal year) and a direct appointment(s) to an exempt continuing position(s) will solidify the restructuring in the affected area(s);

- Where the College decides to implement a change in its approach to academic administrative positions (i.e. from repeated term appointments to term appointments followed by a continuing appointment); and
- Where there are a number of exempt, temporary appointments within a particular area and/or in key positions and the College decides that stability is desired.

In each instance under point 2 above, the College will examine its options and determine the best approach to adopt based on its operational needs. This examination will involve consultation between the relevant budget manager, the Director, Human Resources (or designate), and the applicable Vice President or President, as appropriate.

#### **PROCEDURE:**

1. A budget manager who wishes to make a direct appointment to a temporary position, through secondment as noted in point 1, (i.e. Associate Dean or other position) may do so following consultation with their designated supervisor.
2. A budget manager who wishes to make a direct appointment to a temporary or continuing position, as noted in point 2, will discuss the proposed appointment with the Director, Human Resources. The discussion will include details about the exempt position, including position number, appointment type, classification, salary details, the background of the position, the reason he or she wishes to make the direct appointment, as well as the name of the employee that the budget manager wishes to appoint. Other relevant details including options and potential effects of the direct appointment within the department/portfolio and the internal College community will also be discussed.
3. The budget manager and Director, Human Resources (or designate) will arrange to meet with the applicable Vice President or the President, as appropriate, to discuss the request and confirm whether the direct appointment is approved.