

## Recruitment or Contract Variation Approval Policy Operations Division v1.5

### Date Policy will take effect

4 July 2022

### Responsible Officer

Chief Operating Officer

### Review date

January 2023

### Purpose

1. To maintain staffing establishment of the Operations Group Divisions within the approved budget and ensure any movement is justified and in alignment with strategic imperatives, defined business case objectives and benefits and corresponding strategic action plans.
2. To ensure casual recruitment or contractor change activity and associated resources are appropriately justified and approved before initiated.

### Organisational Scope

The policy applies to all Departments and work groups that fall within the Divisions and Offices of the Operations Group, i.e., Campus and Collegiate Life Services Division (CaCLS), Campus Development Division, Information Technology Services Division (ITS), Property Services Division, Shared Services Division, Health, Safety and Wellbeing Office (HSW), Office of Risk Assurance and Compliance (ORAC), Office of Sustainability, and Transformation and Improvement Division.

### Definitions

**FTE:** Full Time Equivalent. The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period, Mondays through Fridays.

The ratio units are FTE units or equivalent employees working full time. In other words, one FTE is equivalent to one employee working full time. This includes full time, part time, casual, campus temps and interns.

**Human Resources:** This includes the Human Resources Division and the HR Services team in the Shared Services Division.

### Content

#### Summary:

All recruitment **within FTE establishment** requires the Finance Advisor of the relevant Division/Department to confirm that the proposed changes are consistent with the FTE establishment and be approved by the relevant Director (CaCLS, Campus Development, HSW, ITS, Property Services, Shared Services, Transformation and Improvement) or Head of (Sustainability, ORAC).

Approval must be sought from the Chief Operating Officer (COO) for any recruitment activity that would be in **excess** of the approved and budgeted **FTE establishment or deviates from the achievement of business case objectives and benefits**. This includes the following: Advertised Recruitment; Direct to Offer Recruitment and permanent increases in FTE/Hours; engagement of Contractors. The only exception to this is in relation to Casual and Campus Temp staff, both of which can be approved by the relevant Director or Head.

## Approval Process

### Contractors

1. For Contractor engagements (including appointment of new and extension of existing), requests must be submitted using the 'Casual or Contractor Variation Approval Request Form'. These appointments can be approved by the Director or Head, unless the request sits outside of an approved SLT Business Case or Feasibility Funding request in which case final approval must be provided by the COO.

### Recruitment

The below outlines the approval procedures required for the following recruitment activities:

Advertised recruitment; Direct to Offers; Casual appointments for new staff and extensions; as well as permanent increases in hours/FTE status for existing contracts.

### **In excess of FTE establishment / Deviation from the achievement of business case objectives and benefits:**

*Note: FTE increases already approved by SLT are considered within establishment and recruitment is approved by the relevant Director (CaCLS, Campus Development, HSW, ITS, Property Services, Shared Services, Transformation and Improvement) or Head of (Sustainability, ORAC).*

1. For Permanent and Fixed-term Advertised and Direct to Offers recruitment, the Hiring Manager raises a requisition in Taleo, with the first approver being the Divisional Finance Manager. The Director or Head should approve before final approval is provided by the COO.  
**Please note, the COO is not required to approve the Offer through Taleo, only the requisition, unless there is an increase to the terms of the offer different to what was approved within the requisition, e.g., length of term, or FTE/Hours.**
2. For Casual and Campus Temp recruitment, Director or Head approval is required using the 'Casual or Contractor Variation Approval Request Form'. A requisition is created through the CASPER system for Casual appointments and sent for appropriate approval at the discretion of the Director or Head.
3. For all increases in hours or FTE, the Hiring Manager completes a 'Change in FTE/Hours Form'. It is approved by the Divisional Finance Manager, the Director or Head, and final approval provided by the COO.

### **Within approved FTE Establishment:**

1. For Permanent and Fixed term 'Advertised' and 'Direct to Offer' recruitment, the Hiring Manager raises a requisition in Taleo. The first approver should be the Divisional Finance Manager with final approval by the Director or Head.
2. For Casual and Campus Temp recruitment, Director or Head approval is required using the 'Casual or Contractor Variation Approval Request Form'. A requisition is created through the CASPER system for Casual appointments and sent for appropriate approval at the discretion of the Director or Head.
3. For all increases in hours or FTE a 'Change in FTE/Hours Form' is completed with final approval by the Director or Head.

## Related Policies, Procedures and Forms

Form - Operations Casual or Contractor Variation Approval Request  
Form - Human Resources Change in FTE/ Hours and/ or Roster Change  
Form - Campus Temps Requisition for a Temporary Assignment Form

## Consultation

Senior Manager, HR Services, Shared Services  
Manager Recruitment, Development and Equity, Human Resources  
Manager Campus Temps, Human Resources

## Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Office of the Chief Operating Officer at [coo-office@otago.ac.nz](mailto:coo-office@otago.ac.nz).