

Recruitment or Contract Variation Approval Policy Operations Division V 1.2

Date Policy will take effect	20 September 2021
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Responsible Officer	Chief Operating Officer
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Review date	September 2023
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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 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, Enabling Excellence Programme (EEP), Health and Safety Compliance (HSC), Office of Risk Assurance and Compliance (ORAC), Office of Sustainability, and Project Management Office (UOPMO).

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:

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**. This includes the following: Advertised Recruitment and Campus Temps (> 4 weeks); Direct to Offer Recruitment and permanent increases in FTE/Hours; Casual Recruitment via CASPER or engagement of Contractors.

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, ITS, Property Services, Shared Services) or Head of (EEP, HSC, Sustainability, ORAC, UOPMO).

Approval Process

Contractors

1. All Contractor engagements and extensions must be approved by the COO using the 'Casual or Contractor Variation Approval Request Form'.

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

Advertised recruitment; Direct to Offers; Casual appointments for new staff and extensions greater than 4 weeks; as well as permanent increases in hours/FTE status for existing contracts.

Recruitment in excess of FTE establishment:

Note: FTE increases already approved by VCAG are considered within establishment and recruitment is approved by the relevant Director (CaCLS, Campus Development, ITS, Property Services, Shared Services) or Head of (EEP, HSC, Sustainability, ORAC, UOPMO).

1. For Permanent and Fixed-term recruitment and Direct to Offers, the Hiring Manager raises a requisition in Taleo, with the first approver being the Divisional Finance Manager, then the Director or Head, and final approval provided by the COO.
2. For Casual and Campus Temp recruitment greater than 4 weeks, COO approval is required using the 'Casual or Contractor Variation Approval Request Form'.
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.

Recruitment within approved FTE Establishment:

1. For Permanent and Fixed-term 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, a requisition is created through the CASPER system and sent for appropriate approval, unless greater than 4 weeks as indicated in the Recruitment in excess of FTE establishment procedure noted above (point 2).
3. For all increases in hours or FTE a 'Change in FTE/Hours Form' is completed and sent for 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