



Operations Division Recruitment or Contract Variation Approval Policy

Date Policy will take effect

12th April 2019

Responsible Officer

Chief Operating Officer

Review date

June 2022

Purpose

1. Contain staffing establishment of the Operations Group Divisions within the approved budget and any movement is justified and in alignment with strategic imperatives and corresponding strategic action plans;
2. To ensure recruitment or contract change activity and associated resources is appropriately justified and approved before initiated.

Organisational Scope

The policy applies to all Departments and work groups of the Divisions of the Operations Group i.e. Campus and Collegiate Life Services Division, Campus Development Division, Information Technology Services Division, Shared Services Division, Property Services Division, Office of Risk Assurance and Compliance, Health and Safety Compliance, Office of Sustainability and Project Management Office.

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:

Prior to initiating any activity with the Human Resources Division (e.g. Advertised Recruitment and Campus Temps); or the HR Services Team (e.g. Direct to Offer Recruitment and Change in FTE/Hours); or Casual Recruitment via CASPER, written approval from the Chief Operating Officer is required for:

1. Recruitment, Direct to Offers or Casual for new staff in excess of the Divisions / Departments approved and budgeted FTE establishment;
2. Permanent increase in hours / FTE status for existing contracts above the Divisions / Departments approved FTE establishment;
3. Extensions for fixed term staff that are identified as 'Transitional' staff as part of the SSR / Enabling Excellence Implementation

All other recruitment or contract variations require the Divisional Finance Manager to confirm consistency with the Divisions/Departments approved FTE establishment and be approved by the relevant Director (Property, ITS, Shared Services, CaCLS, Campus Development) or Head of (RAC, HS&C UOPMO, Sustainability).

Approval Process:

Recruitment, Direct to Offers, or Casual for new staff; or a permanent increase in hours / FTE status for existing contracts in excess of the Divisions / Departments approved FTE establishment:

1. Hiring Manager completes *COO Recruitment or Contract Variation Approval Request Form*;
2. Divisional Finance Manager confirms the budget implications;
3. Divisional Director or Head of Office approves request by signing the form;
4. If COO approves, COO signs the form and it is sent back to the Hiring Manager, Director or Head of Office and Divisional Finance Manager.
5. For Recruitment, Direct to Offers or Casual, the Hiring Manager raises a formal requisition in Taleo or CASPER. The COO approval form must be attached to the requisition.
6. For increases in hours or FTE, the Hiring Manager completes a *Change in FTE/Hours* form. The COO approval form must be attached to the *Change in FTE/Hours* form.
7. For Taleo requisitions, Human Resources sight COO approval form for requisition to progress. For CASPER requisition, the final approver sights COO approval form for requisition to progress. For increase in hours/FTE, Human Resources sight COO approval form for change to progress.

Extensions for fixed term staff that are identified as 'Transitional' staff as part of the SSR / Enabling Excellence Implementation

1. Hiring Manager completes *COO Recruitment or Contract Variation Approval Request Form*;
2. Divisional Finance Manager confirms the budget implications to Division / Department;
3. Enabling Excellence Finance Manager confirms the budget implications to SSR Business Case;
4. Divisional Director or Head of Office approves request by signing the form;
5. If COO approves, COO signs the form and it is sent back to the Hiring Manager, Director or Head of Office and Divisional Finance Manager.
6. Hiring Manager raises a formal requisition in Taleo. The COO approval form must be attached to the requisition;
7. Human Resources sight COO approval form for requisition to progress.

All Other Recruitment or Contract Variations that don't fall into the above Categories

1. Hiring Manager completes *COO Recruitment or Contract Variation Approval Request Form*;
2. Divisional Finance Manager confirms consistency with the Divisions/Departments approved FTE establishment and signs form;
3. Divisional Director or Head of Office approves request by signing the form;
4. If COO approves, COO signs the form and it is sent back to the Hiring Manager, Director or Head of Office and Divisional Finance Manager.
5. Hiring Manager raises a formal requisition in Taleo or CASPER. The COO approval form must be attached to the requisition;
6. For Taleo requisitions, Human Resources sight COO approval form for requisition to progress. For CASPER requisition, the final approver sights COO approval form for requisition to progress.

Related Policies, Procedures and Forms

COO Recruitment or Contract 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 Chief Operating Officer at coo@otago.ac.nz