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## Casual Support Staff and Casual Academic/Professional Staff Hiring Guidelines

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### Effective Date

Revised October 2000

### Policy Number

020 003

### Definitions

- a. **Casual Support** a casual appointment made under the AUPE/The Governors of Athabasca University (the Board) collective agreement for which the appointee is hired for an indefinite or irregular nature as follows:
- (i) on a call-in basis, or
  - (ii) On an overload basis not to exceed three (3) months.
- b. **Casual Professional/Academic** a term appointment made under the AUFA/The Governors of Athabasca University (the Board) terms and conditions agreement which is less than 6 months in duration.

### Policy

These guidelines set out the recruitment process for casual support, professional, or academic positions. Human Resources has joint authority and responsibility with department heads for the recruitment of individuals hired to casual positions. Employees may not be offered work without the prior authorization of Human Resources.

### Procedure

#### 1.0 Initiation

- 1.1 When the need for a casual position is identified, the department must fully complete an Authorization to Recruit form and forward it to Human Resources. A brief description of the duties and qualifications required must be included.



For support and professional positions, Human Resources in consultation with the department determines the appropriate classification level. The signature of the department head or project manager signifies that the funds are available in the departmental or project budget.

## 2.0 Recruitment

- 2.1 There is no requirement to post or advertise casual positions.
- 2.2 Normally, the inventory maintained by Human Resources will be used as the source for filling support level positions.
- 2.3 If a support position cannot be filled through the wages inventory, or in the case of professional or academic positions, the department, in consultation with Human Resources, may use a variety of means to recruit to the position, e.g., internal or external advertisement, contacting known qualified applicants (e.g., tutors may be contacted for course coordinator positions) or contacting professional associations.
- 2.4 If the position is advertised, Human Resources will receive all applications. Internal postings will close after 5 working days.

## 3.0 Selection

- 3.1 Human Resources is responsible for reference checks (normally two) prior to any offer being made. With Human Resources' concurrence, the department head or project manager may conduct the reference checks.
- 3.2 Selection of the best qualified candidate is the joint responsibility of Human Resources and the hiring department.
- 3.3 Determination of salary/wage rate of the best qualified candidate (prior to any offer being made) is the joint responsibility of Human Resources and the department head.
- 3.4 Human Resources will normally make the offer, initiate a Staff Appointment form for departmental signature, and notify any unsuccessful candidates.

## 4.0 Temporary Agencies [Learning Centres or Centre for Innovative Management (CIM Only)]

- 4.1 When the Learning Centres or CIM require casual office help, staff may be hired from a Temporary Employment Agency. Prior consultation with Human Resources is required. Human Resources and/or the department will contact the Temporary Employment Agency. The procedure to be followed is not one



of recruitment but one of purchasing a service from an agency. A purchase order must be issued from Human Resources.

- 4.2 Agency hiring can only be considered when short-term casual help (e.g. several weeks) is required immediately or on an emergency basis. Agencies cannot be used to fill in for staff on extended leave or to fill in for vacant permanent positions.

## 5.0 Extensions

- 5.1 Requests for casual position extensions should be made in writing to Human Resources. When planning to extend an overload casual support position beyond three months or a casual/term professional or academic position beyond six months, Human Resources should be consulted prior to taking any action or making any commitments to the staff member. Casual support positions may be extended on an indefinite basis as long as the employment remains on call-in or sporadic.
- 5.2 The department head should notify Human Resources at least one month in advance of the extension date to ensure the continuance of the staff member's salary and benefits.

### **Approved By:**

Executive Group

### **Amended Date/Motion No:**

### **Related References, Policies and Procedures:**

[Code of Conduct for Members of the University Community](#)  
[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)  
[AUFA/The Governors of Athabasca University \(the Board\) Collective Agreement](#)

### **Applicable Legislation:**

[The Canadian Charter of Rights](#)  
[Alberta Human Rights Act](#)

### **Further Information**

This policy is maintained and administered by Human Resources. For further information, please contact the Employment Services Advisor or the Human Resources Advisor. Contact information is available on the Human Resources web site at <http://www1.athabascau.ca/hr>.