
Recruitment - Expenses Policy

Department Policy Number

020 008

Effective Date

Revised January 2003

Purpose

This policy outlines the payment process for recruitment expenses.

Definitions

Policy

Expenses for recruiting, including advertising, interviewing costs and removal and relocation are the responsibility of the hiring department. Human Resources is responsible for the administration of the University's recruitment activities.

Human Resources, on behalf of the University will tender advertising services on a three-year cycle.

1.0 Procedures and Responsibilities

- 1.1 Prior to recruiting to a vacant position, the department should contact Human Resources for information and advice on all recruiting costs.
- 1.2 Departments are required to utilize all recruitment services provided by Human Resources in order to maintain a consistent image.
- 1.3 Human Resources maintains accurate records of expenditures by assigning recruitment codes to each competition.
- 1.4 As invoices/expense claims are received, Human Resources authorizes payment and codes the expenses to the appropriate recruitment account before forwarding to the hiring department for final authorization.



- 1.5 Department heads are asked to review, code and sign off the expenses and forward the documentation to Financial Services for payment.
- 1.6 Human Resources assists candidates with travel plans using the AU Travel and Expense Claim policy as a guide. Candidates are required to submit receipts for expenses.

Regulation

Procedure

Approved By

President, April 25, 2003

Amended Date/Motion No.

Related References, Policies and Procedures

[020 001 - Academic Staff/Professional Staff Hiring Guidelines](#)

[020 002 - AUPE Permanent and Temporary Support Staff Hiring Guidelines](#)
[Expense Reimbursement Policy](#)

Applicable Legislation/Regulation

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)
[Alberta Freedom of Information and Protection of Privacy Act](#)

Responsible Position/Department

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

Keywords