



**HERITAGE COLLEGE
POLICY #13**

**CONCERNING
STAFFING**

COMING INTO FORCE: January 30, 1996
REVISED: N/A
ADMINISTRATOR: Administrator responsible for Human Resources

HERITAGE COLLEGE POLICY #11

CONCERNING PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

ARTICLE 1

Preamble

Heritage College promotes the hiring of personnel at all levels based on competency and respecting equal opportunity employment principles.

ARTICLE 2

Selection of Employees

Heritage College selects individuals for employment and promotion on the basis of their qualifications for the positions involved. Qualifications are judged in terms of the requirements for the particular positions and, to the extent possible, these requirements are specified prior to the selection process.

To foster career development the College gives careful consideration to the qualifications of those persons already in its employ before recruiting externally to fill vacancies.

To minimize the possibility of favouritism College personnel are not employed in positions where work assignments, performance assessment or advancement can be influenced by a relative.

ARTICLE 3

Responsibility

The placement function in the College, including offers of employment, actual hiring and promotion is effected by the Human Resources department and in carrying out this function, the Human Resources department relies primarily on the advice of departmental directors.

ARTICLE 4

Internal and External Recruitment

4.1 Internal Recruitment

All qualified employees will be given the opportunity to be considered for those vacancies for which internal candidates are sought.

4.1.1 Job Posting

To permit employees to identify themselves as candidates, job posting

will normally be used for all vacancies in accordance with the collective agreements applicable to the College.

4.1.2 Exceptions to Job Posting

Exceptions are those permitted under the various collective agreements applicable to the College as well as *le Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel*.

4.2 External Recruitment

When the decision is made to recruit externally, the Human Resources department, as required, reviews employment applications on file, advertises, and recruits through an established network and placement agencies.

ARTICLE 5

Director General and Academic Dean

The positions of Director General and Academic Dean (Directeur des études) must always be recruited internally and externally at the same time, in accordance with *Heritage College Policy #4 Concerning the Appointment, Evaluation and Renewal of the Mandates of the Director General and the Academic Dean*.

ARTICLE 6

Amendment

This policy may be amended from time to time, or repealed, in accordance with College procedures.