



STEP 2: TO HIRE - EMPLOYMENT CONTRACT

NOTE: Step 1 of the Position Approval Form (PAF) must be completed and on file with HR prior to completing Step 2.

Completed, signed, and submitted Step 1: Yes No

Name: _____
 Address: _____
 Email: _____

Department: _____ Union/Exemp _____

Position Title: _____ Rank/classification: _____
 Step (where applicable): _____

Type of Appointment: Full-time Part-time Continuing/Regular Term
(check all that apply) (FTE/percentage _____) Probationary Amended (See BUFA Article 7.13)
 Other (explain) _____

Reports to (position): _____ Budget Code: _____

Start Date: _____ End date: _____

For Part-time Positions ONLY (not noted in contract): Hours per day ->	Su	M	Tu	W	Th	F	Sa	Payroll Time & Attendance (excludes BUFA) <input type="checkbox"/>
Start/End Time:								

Additional provisions to be noted in contract (ie. Sabbatical credits, workload, probationary period, etc.)

Level 2: _____
 Level 3: _____

Annual Salary: _____ Hourly rate of pay: _____

Moving allowance: YES NO

Documents Included with Package	Please attach all documents – check boxes that apply		
<input type="checkbox"/> Candidate application (CV and/or Resume) <i>required</i>	<input type="checkbox"/> Interview Schedule & Questions <i>required</i>	<input type="checkbox"/> Official transcripts or, as applicable, professional certifications <i>required</i>	
<input type="checkbox"/> Search Committee recommendation and rationale for rank & steps <i>required</i>	<input type="checkbox"/> Immigration information <i>If applicable</i>	<input type="checkbox"/> Criminal Record check and/or Child Abuse Registry check, Class 5 driver's license <i>If applicable</i>	

Employment Contract Approval:

1. Supervisor (Dean/Director) **2. Senior Administration** (based on reporting line) **3. Associate Vice-President, People & Talent**



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How to proceed with requesting an employment contract?

Once the recruitment process is complete, the Document Originator prepares Step 2 of the Position Approval Form (PAF). Step 2 **must** have three signatures on it before an employment contract can be prepared. In order to secure the three signatures (Dean/Director, appropriate Vice-President based on reporting line, and ASSOCIATE VICE-PRESIDENT, PEOPLE & TALENT), the package must have the required documents attached, including:

1. Candidate Application (CV and/or Resume) – **required**
2. Interview schedule & questions – **required**
3. Search committee recommendations – **required**, and for BUFA positions, must include [rationale for rank & step](#)
4. Official transcripts and/or professional certifications – **required**, if not attached, it will be a condition of employment in the contract. In circumstances where the position does not require a degree, related professional certifications are required
5. Criminal record check/child abuse registry check – **(if applicable) must be attached**, if not attached, it will be a condition of employment in the contract
6. Immigration information – **(if applicable) must be attached**

When the complete package has been received along with the required signatures, HR will attach Step 1 to Step 2 and then produce the contract.

IMPORTANT TO NOTE: Step 2 must be fully completed and all supporting documents must accompany it to avoid delays in contract preparation. Please allow 2-4 days from the time the completed Step 2 has been received in HR to the time of contract generation.

For BUFA positions, the contract will be sent to the Dean/Director for signature and then returned to HR to issue with benefits information (if applicable) to the employee.

For Exempt, MGEU and IUOE (A) & (D) positions, the contract will normally be signed by the Associate Vice-President, People & Talent and issued accordingly by HR.