

POSITION MANAGEMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Human Resources
Approval Date:	June 28, 2016
Effective Date:	June 1, 2016
Policy Owner:	President and CEO
Policy Administrator:	Executive Director, Workforce Development and Human Resources

Objective:

The objective of the Position Management Policy is to describe the NorQuest College (college) approach to managing human resources and related financial costs in an effective, consistent, and controllable way using our position management systems.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy:

NorQuest College will manage Permanent and Term positions in a manner that ensures that positions:

- are created, modified or closed with management approval in order to ensure that the appropriate positions are in place to support achievement of the operational and strategic business plans,
- are fully aligned to budget limitations,
- have fully articulated job descriptions,
- are periodically reviewed for ongoing relevance, and
- are assigned with a "report to" position within the approved organization structure.

Position Control

The Executive Head is accountable for positions within their portfolio.

The Division Head is responsible for management of positions in their division. Responsibilities include:

- creation, changes, and inactivating positions including identification of "report to" positions,
- obtaining approval for position creation from the Executive Head.
- working with the Workforce Development and Human Resources (WDHR) functions to ensure consistency with NorQuest policies and procedures.
- ensuring that positions are managed within the divisional budget,
- ensuring that job descriptions accurately reflect business needs, and
- ensuring that positions are periodically reviewed.

Principles:

The following principles guide position management:

- There must be a fully articulated position description for each position
- There must be funding approval for a position that has been confirmed by the Planning and Budget Department
- Recruitment to a position may not begin until a permanent or term position has been classified, budgeted and assigned a position number.
- Each position has an assigned unique position number for identification
 - only one employee can be assigned to a position
 - All positions will have one "report-to" position number

Definitions:
Related Information:
Related Procedures:
Next Review Date:
Revision History:

- Each position must have a valid business reason to remain active.

Division Head: means anyone who manages a division or multiple divisions. Division Head is responsible for a division(s) reporting directly to an executive and normally includes Deans and Directors but may also include an executive or senior manager.

Executive Head: means anyone who manages groups of divisions. Executive Heads can include vice-presidents or the President and CEO.

Established Position: means a position that has been approved, budgeted, classified, and assigned a position number.

Permanent Position: means a position designated by the college as continuing to meet ongoing operational requirements. A permanent position may be Full-time or Part-time of not less than one half-time.

Position Number: means a unique number assigned to each position as follows:

- Permanent Positions start with a "P" followed by four digits.
- Term-Certain Positions start with a "T" followed by four digits.
- Term-Project Positions start with a "J" followed by four digits
- Term-Cover-off Positions start with a "C" followed by the four digits of the corresponding positions being covered off.
- Secondment Positions start with an "S" followed by four digits.

Report To Position: means the position number that the position reports to. Usually the Supervisor Position.

Term Position: means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be Full-time or Part-time of not less than one-half time.

Valid Business Reason: is the basis on which a vacant position may remain active:

- Covered off by Casual position
- Covered off by Term position
- Hold for employee on LTD
- Recruiting within the next 30 days
- Hold for employee on secondment
- Other (to be explained in comments)

- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [Management Terms and Conditions](#)
- [Out of Scope Employees Terms and Conditions](#)

- [Managing Resources and Job Assignment Procedure](#)

June 2020

June 2012: New (replaces Standard Practice 7.22: Position Management)
 August 2013: update for document links and branding
 November 2014: update for change in policy owner
 June 2015: update document links
 July 2015: update document standards, document links, and next review date



September 2015: update document links
June 2016: revision