

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	January 13, 2022
Effective date	January 13, 2022
Policy owner	Vice President, People and Culture
Policy administrator	Director, People and Talent Operations

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 People and Culture 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 regularly 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 Business Intelligence and Analytics division.
- Recruitment to a position may not begin until a permanent or term position has been classified.
- 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.
- Each position must have a valid business reason to remain active.

Definitions

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 a division(s) and is a member of the Executive Team.

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 the ongoing operational requirements of NorQuest's core programs. A permanent position may be full time or part time of not less than 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-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 minimum in duration and may be full time or part time and not less than one-half time. The length of the term position shall be determined by the nature and duration of the work that is to be performed.

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

- Covered off by Casual assignment
- Covered off by Term position
- Hold for employee on LTD
- Recruiting within the next 30 days
- Hold for employee on secondment

Related information

NorQuest College

- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [Management Terms and Conditions](#)
- [Managing Resources and Job Assignment Procedure](#)
- [Out of Scope Employees Terms and Conditions](#)

External

N/A

Next review date

June 2024

Revision history

Date	Version Number	Action
June 2012	V1	New (replaces Standard Practice 7.22: Position Management).
August 2013	V2	Update for document links and branding.
November 2014	V3	Update for change in policy owner.
July 2015	V4	Update document links.
July 2015	V5	Update document standards, document links, and next review date.
September 2015	V6	Update document links.
June 2016	V7	Revision.
August 2019	V8 (published as V7-C)	Compliance Office template & reorganization update.
December 2021	V9 (published as V8)	Update to organizational titles and system references.
February 2024	V10	Information, Risk & Compliance template & reorganization update.