

# PERMANENT STAFFING REQUEST FORM

## NON-ACADEMIC STAFF POSITIONS



Department of  
Human Resources

Please email completed Permanent Staffing Request Forms to the Department of Human Resources

New positions require a job description and position banding prior to this form being submitted

*Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager*

Job Title: \_\_\_\_\_ Start/Effective Date: \_\_\_\_\_

OPSEU     Exempt

Band: \_\_\_\_\_ Step: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Salary Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ %

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ %

Manager/Chair/Supervisor's Name and Title: \_\_\_\_\_

### EMPLOYMENT DEFINITION AND DURATION

Duration: \_\_\_\_  Weeks     Months    Hours of Work Per Week: \_\_\_\_

Reason: \_\_\_\_\_ Name of Incumbent (if applicable): \_\_\_\_\_

If other; please provide additional details: \_\_\_\_\_

### ADDITIONAL INFORMATION

Justification for Request: \_\_\_\_\_

If applicable, additional work details: \_\_\_\_\_

Explanation of Budget Source: \_\_\_\_\_

If applicable, please include details of permanent change: \_\_\_\_\_

**RATIONALE FOR HIRING REVIEW**

1. What is the full cost (salary, benefits\*, other) of this position? \$ \_\_\_\_\_

2. Is the full cost included in the Department’s budget?

- (a) Base budget  YES  NO
- (b) Approved in budget for next fiscal year  YES  NO
- (c) Full cost covered by President/Vice-President budget?  
(President/VP to make budget transfer arrangement with Budget Services).  YES  NO

4. How does this position/staffing change fit within the overall staffing strategy for the department (e.g., critical to day-to-day operations and priorities, essential to the growth and success of the University, required under legislation)?

5. What approaches have been considered and/or implemented to ensure this position/staffing change is the most cost effective option (e.g., deferring/ cancelling/reassigning tasks, departmental restructuring, ROI analysis)?

**APPROVALS**

<p><b>SUBMITTED BY DEAN/AVP/VP</b></p>  <p>Signature: _____ Date: _____</p>	
<p><b>APPROVED BY BUDGET OFFICE</b></p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p>Signature: _____ Date: _____</p>	
<p><b>APPROVED BY VICE-PRESIDENT</b></p>  <p>Signature: _____ Date: _____</p>	<p><b>APPROVED BY VP, HUMAN RESOURCES</b></p>  <p>Signature: _____ Date: _____</p>

\* Mandatory benefits (Workplace Insurance, Vacation, CPP, EI and Employer Health Tax) are required for all positions – this cost is an additional 14% (approx.) of the salary for the duration of the contract. Health/Dental benefits are required for positions that are 17.5 hours or greater per week - this cost is approximately \$450 per month – a template is available from Budget Services for estimating benefits.