



POLICY STATEMENT

Policy Name	Selection of Employees		
Policy #	717	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	May 6, 2013
Policy Approved by	President & CEO	Issue or Revision Date	February 8, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	February 2024

PURPOSE

The purpose of this policy is to ensure due diligence in the selection of all employees to safeguard the sustainability of Saskatchewan Polytechnic.

SCOPE

This policy applies to full-time and part-time positions at Saskatchewan Polytechnic.

GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to the following guiding principles in attracting, selecting, and retaining qualified employees to achieve its vision, mission, and mandate:

1. Building and sustaining a fully qualified employee base that is committed to the highest academic, research, and service standards, and to Saskatchewan Polytechnic's values.
2. Ensuring hiring decisions are transparent, fair, and support diversity within the Saskatchewan Polytechnic workforce.
3. Conducting all selection practices and procedures in compliance with:
 - a. Relevant labour and human rights legislation
 - b. Collective agreements
 - c. Accreditation requirements
 - d. Saskatchewan Polytechnic's strategic and academic plans
 - e. Saskatchewan Polytechnic values
 - f. Saskatchewan Polytechnic business needs
 - g. Other relevant Saskatchewan Polytechnic and human resource processes/policies

POLICY

1. Except for temporary acting assignments, activity involving the temporary performance of higher duties, staffing of casual pools, and where provided for as rights within a collective agreement,

persons applying for all full-time and part-time positions must apply and be selected through a competitive process.

2. Selection will be based on the principles of merit, fairness and transparency, with the goal of supporting diversity within the Saskatchewan Polytechnic workforce.
3. Selection for all competitions will be based on qualified and representative hiring panels.
4. In all cases, appropriate due diligence will be conducted in the selection practices and priorities.
5. Staffing of casual pools will follow the same selection process, resulting in multiple successful candidates.

DEFINITIONS

N/A

RELATED POLICIES/DOCUMENTS

703 Code of Conduct
704 Conflict of Interest
705 Education and Employment Equity
712 Reasonable Accommodation
Collective Agreements with Bargaining Units

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Employment Act
The Saskatchewan Human Rights Code