



## Hiring Restraint Guidelines

Effective November 15<sup>th</sup>, 2019, the University of Calgary is implementing hiring restraint.

### Overview:

The hiring restraint is intended to:

- Manage costs related to human capital to minimize budget impact on current staff; and
- Ensure hiring is done in relation to the academic and research plans

The hiring restraint applies to all vacant full/part-time regular and temporary positions in Academic, MaPS and Support Staff groups. This encompasses:

- New positions
- Existing vacant positions (including position change or replacement)
- Reclassification of vacant or currently filled positions (e.g. job reviews\*)

\* Actionable in accordance within collective agreement provisions.

Fixed Term positions (those funded from research dollars), are exempted from this process and may continue to be hired.

### Hiring Justification:

Prior to submitting a Job Opening Request form, hiring managers should have a hiring justification conversation with their leader (Dean or Associate Vice-President). The conversation may address the following as justification for the role:

- the reason for the request and the impact of not hiring the role
- other options that have been considered prior to making the hiring request
- confirmation you have worked with Human Resources to review if there are other faculty or staff on-campus that could be deployed or reassigned to perform this role
- funding source for the role
- stage of the recruitment process (if applicable)

Positions will be prioritized that are necessary to:

- advance the Eyes High mission and the priorities of the academic and research plans
- campus health and safety
- legislative compliance
- delivery of courses necessary for student's timely graduation
- delivery of essential or critical services
- revenue-generating positions

## **Approval Process:**

Once the justification conversation has taken place and been approved to move forward, hiring managers should complete a Job Opening Request (JOR) form. The JOR approval workflow has been updated to ensure that Vice-President (VP)/Provost approval is obtained for required positions prior to them being posted.

Once the JOR has been approved by all those required, the position will be posted on the UCalgary Careers website.

## **Questions?**

Contact your [Talent Acquisition Advisor](#).