Limited Term (LT) Staff OPSEU

Limited term individuals who receive an employment contract with ON Tech for a defined period. Limited Term employees may work up to 24hrs or 35hrs/wk. Limited Term employees will receive vacation earnings on each pay period and are not eligible for healthcare benefits. Limited term staff may be eligible for pension in accordance with the collective agreement.

- **Not Eligible to receive salary benefits for the Holiday Shutdown period**
- **Vacation earned and paid at each pay period 4%**

| Conditions | Position Approval | Posting Process | Selection Process | Interview Process | Offer | Onboarding |

	Steps	Description
☐	Position Approval	**Hiring Manager to ensure a new position or position replacement meets the above conditions of employment.**
☐		Hiring Manager to evaluate business needs and identify workforce requirements, confirm budget availability, complete hiring request form (HRF) with appropriate unit head signature. Submit HRF to HR Recruitment Assistant with an up-to-date job description, if there have been changes to the position since it was last posted.
☐		Human Resources will review the completed HRF and escalate for required approvals as appropriate. Position control details will be applied to pg. 2 of the HRF.
☐		If Job Evaluation is required, the hiring manager will be contacted by the Total Rewards Advisor responsible for job evaluation and advised of next steps.
☐		The approved HRF will be returned to the business unit lead, to action next steps within the job competition process. cc: to the supporting department/faculty administrator.
☐	Posting Process Article 15.03-15.04	**Supporting Department/Faculty Admin will complete the *Requisition Request* within My HR CONNECTION Pertinent selection committee members will be identified and will include: Chair, Reviewer(s) and Interviewer(s) Appropriate system access will be granted to all members based on the above roles.**
☐		Hiring Manager to confirm length of posting time for position. (Internal vs External) dependent on position requirements and respective employment category.
☐		Hiring Manager to review Selection Committee Resources and MY HR Connection user guide.
☐		Hiring Manager to: Confirm selection committee members, review respective roles and advise each member of their participatory duties. Ensure the appropriate confidentiality agreement has been signed by all committee members.
	Selection Process	**Review all internal and external candidates against the posted job requirements and qualifications. Article 15.05a)-e) & 17.02b).**
☐		Committee Chair to establish and finalize selection criteria prior to finalizing or shortlisting candidates. Finalize your Shortlist of candidates – Article 15.05
☐		If required as part of the job competition process, complete the appropriate phone screens for the shortlisted candidates.

☐		Schedule interviews with candidates that have been identified as the most qualified Confirm if accommodations are required and if requested, please review our Accommodation for Employees and Job Applicants with Disabilities page or contact our Disability Management Specialist.
☐		Confirm behavioural-based interview questions that will be used during the interviews. Note: Interview questions should be the same for all candidates. A sample interview guide has been provided on Step 3 – Interview Tools on the recruitment resources page.
☐		Advise Interviewers that candidate resumes are available for review prior to 1st interview. Interviewers may review Interviewer – ATS User Guide once they have accepted the scheduled interview.
☐		The interview panelists should meet 30mins prior to the first interview to discuss interview structure and setup. Review details on how candidates will be evaluated or scored during the interview.
☐	**Interview Process Article 15.06**	**Reminder to ensure all Interviewer(s) have signed the appropriate 'confidentiality agreement'**
☐		Conduct in-person or virtual interviews as discussed in the preparatory meeting.
☐		After the final interview, take time to discuss interview results and next steps with selection committee members. Agree on a date to submit all interview notes to the hiring manager.
☐		Request 'finalist' candidates complete the Reference Check Consent Form and advise application of the article below; Note: academic credential verification
☐		It is recommended for the hiring manager to complete two business references for finalist candidate and collect all interview notes for record-keeping.
☐		Schedule 2nd interviews if necessary.
☐	**Offer**	**Hiring Manager to review successful candidate with Recruitment Specialist**
☐		Confirm appropriate starting salary with Recruitment Specialist prior to any discussions with the candidate, including verbal offer. ***Note**: University expectation – ALL Incumbents should begin at Step one (1) of the respective job level. Any decision to hire above step one (1) of the salary level must be completed in consultation with HR.
☐		Extend verbal offer to successful candidate
☐		Upon verbal acceptance the supporting Department/Faculty Administrator will update the applicant status to 'EPAF Offer.'
☐		The Department/Faculty Administrator will send the Docusign link to the successful candidate to obtain personal information for the purposes of the Banner ID creation. Docusign – Personal Information Collection Guide
☐		Upon receipt of the personal information, the HR Admin Team will create Banner ID and return to the hiring unit.
☐		The supporting Department/Faculty Administrator will create the appropriate EPAF transaction and submit for approvals.
☐		The Recruitment Specialist will approve the EPAF transaction which will approve the final offer for the candidate review and acceptance.
☐		Upon receipt of the signed copy of offer, a copy should be forwarded to limitedterm@ontariotechu.ca
☐	**Onboarding**	▪ **Supporting Department/Faculty Admin to process epaf contract.** ▪ **The new employee will be directed to submit the required payroll documentation. (TD1, TD1-ON, Direct Deposit to payroll@ontariotechu.ca)** ▪ **Hiring Department/Faculty Admin to request IT setup and asset delivery, and review the limited-term onboarding website inclusive of the Mandatory Training Checklist.**