Information for AAG Meeting

From the Faculty of Arts HR Advisor’s Office

***December 1, 2009***

9:30 a.m.

Leacock 738

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| **TOPIC** | **PRESENTER** |
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| 1. **General Information Regarding Recruitment**
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| ***Article 13 – Job Postings and Selection of Personnel***13.03 – Filling of vacant position* To be posted within 20 working days from the date the position became vacant.
* If posting deferred, Faculty HR Office sends a deferral notice to Staffing and Munaca.
* **NEW: if after six months, the position is still not posted, another deferral notice is sent.**
* **After one year, the position must be posted or cancelled (on Minerva).**
 | Kathy/Emily |
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| Article 13.04 * If internal within unit applies for position and is not successful, position to be posted university-wide.
* **NEW: the employee must be notified (email format response) before the position is posted university-wide that the position is being posted university-wide and that their application will remain active.**
* **Faculty HR office will email the notification as long as the internal posting states applications to be sent to the Faculty HR office.**
 | Kathy/Emily |
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| **Central HR requires that we test all casuals including work study students.** | Kathy |
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| 1. **Pensions**
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| * University is legally required to provide all new employees who are eligible to participate in the McGill Pension Plan copies of the Pension Plan Brochure whether or not they join the Plan or not.
* The Faculty HR Advisors were asked by the Pensions Office if we were distributing the brochure during benefits enrollment of new employees.
* This was brought up at the recent HR Advisors and Central HR Meeting as now the benefits enrollment are now on-line, some of the faculties do not necessarily meet with all new employees for an orientation.
* PLUS, in some faculties, the HR Advisors office does not deal with academics.
* We were asked to send our concerns to the Pensions Office.
* What it would mean is that all the Administrative Assistants and Administrative Officers would have to provide all new academics with copies of or links to the most recent Quarterly Profile Sheets – [www.mcgill.ca/pensions/profilesheets](http://www.mcgill.ca/pensions/profilesheets) as well as a copy of the invitation to upcoming General Pension Plan sessions.
* I did email Pensions with my concerns, one of which is the “downloading” of this information for the Faculty HR offices and administrators of the units to provide to this information to the new academics.
* I asked if it could not be part of on-line benefits enrollment.

Any feedback?**Pensions Factsheets when Employee Terminating University*** Central HR will add this information onto the checklist for Transfers and Terminations which can be found at [www.mcgill.ca/forms/](http://www.mcgill.ca/forms/) under Staffing, “Checklists for Transfers and Terminations” Information below:
* If anyone –academic or non-academic – is leaving the university – to give them one of the two Pensions Factsheets:
1. Information on McGill Pension Plan if terminating employment **on or after January 1, 2010.**
2. Information on McGill Pension Plan if terminating employment **prior to January 1, 2010.**
* They will be given the information when they meet with someone in Pensions, but this gives them the information a little earlier.
* For now, we have copies of the draft Factsheets. Once they are finalized by the Pensions Office, they will be added to the pension plan website and an email will be sent out to notify us.
* Anyone who wants a copy of the draft, it will be put on the AAG website.

Any feedback? | Kathy |