

Unit/Faculty Request

Position Process

Posting

Appointment Process

FACULTY/UNIT

Staffing decision is made by supervising manager in consultation with HR Advisor/Direct Service Representative and Budget Officer.

Management/Professional/Excluded Staff (MRxx, MTxx, CTxx)
Description of duties: "Role Profile"
<http://www.mcgill.ca/hr/app/role-profiles-management>

Administrative & Support Staff (MUNACA)/(CRxx, TRxx, LRxx, RRxx, GRxx, NRxx, CPxx)
Description of duties: "Generic Profile or PED" (Pay Equity Description)
<http://www.mcgill.ca/hr/app/role-profiles-clerical>

Casual Employees

- no position process (pooled position)
- can be appointed via Minerva if salaried
- usually paid via POPS, no Minerva appointment

Possible processes:

- hire
- promotion
- transfer
- temp. assignment
- temp. promotion
- salary change
- change in working hours (permanent or temporary)

TOTAL COMPENSATION

Same processes for MUNACA & Management/Professional / Excluded Staff

New Position / Match

- hiring Manager & HR Advisor/Direct Service Rep. determine need for new pos.; prepare list of duties/responsibilities (do not copy general role profile for M-Staff, or Generic PED for MUNACA position); validate if existing vacant position can be used;
- availability of salary budget must be confirmed by Financial/Budget Officer of the unit;
- request is submitted **via Minerva/Position Process ("create" function)** to Total Compensation for review, analysis, validation with HR Advisor/Direct Service Rep. of the unit;
- resulting match is determined by Total Compensation & confirmed via email to HR Advisor/Direct Service Rep., who informs supervisor/hiring manager

Position Rematch = significant change to an existing Position

- hiring Manager & HR Advisor/Direct Service Rep. determine revised list of duties responsibilities (do not copy general Role Profile for M-Staff, or Generic PED for MUNACA position);
- request is submitted via **Minerva Position/Process ("maintain" function)** to Total Compensation for review, analysis, validation;
- resulting rematch can be a higher level Role Profile (M) or PED (MUNACA), lower level Role Profile (M) or PED (MUNACA) or another Role Profile (M) or PED (MUNACA) at the same level;

STAFFING

Posting is required for all vacant regular positions.

Posting is not required, but **recommended** for

- temporary Management / Professional / Excluded positions (MT, CT)
- Developmental Assignments filled by regular M-employees of the University

FFO must transfer Budget BEFORE Posting:

- M: midpoint of scale
- MUNACA: base + 12%

Posting Procedures

- Log into HR Administrators site and go to Posting Procedures: <https://www.mcgill.ca/hr/ha/posting-procedures>
- Temporary Position: use word-template provided & email to staffing.hr@mcgill.ca.
 - Regular Position: go to online Posting Requisition under "Job Posting Application": https://www.mcgill.ca/hr/app/job_posting
 - Info required for Posting (provided by Totalcomp/Position Process):
 - Position Number
 - PED / Role Profile Match
 - Salary Scale
 - Department
 - Supervising position
 - Duration
 - Job Description
 - Submit "Posting Approval Form" along with posting: <https://www.mcgill.ca/hr/ha/restricted-site/staffing/forms>

SHARED SERVICES/ADMINAPPROVAL

For external hires, approval must be obtained from Staffing; submit form "Request for External Hire": <https://www.mcgill.ca/hr/ha/restricted-site/staffing/forms>

Minerva Appointment Form Processes:

- hire
- promotion
- transfer
- re-appointment
- leave
- temp. assignment
- temp. promotion
- salary change
- FOAPAL change

Required documents for Appointment process:

- "Request for external hire", approved by Staffing, if external is hired or re-appointed;
- "Request for hiring salary", approved by Total compensation, if hiring salary is above base
- Biographical data form, if new employee (see: <https://www.mcgill.ca/hr/forms#D>).
- appointment letter issued by staffing

Once the appointment form is completed, email document number & scanned backup documents (letter, approval of above-base salary & approval of external hire, if applicable) to adminapprovals@mcgill.ca.

Unit/Faculty Request

Position Process

Posting

Appointment Process

determined by Total Compensation & confirmed via email to HR Advisor/Direct Service Rep. who informs supervisor and incumbent.

Position Update = minor change to an existing Position

- use **form “Request for rematch/update”**; do not use Minerva Pos.Form for updates.

<http://www.mcgill.ca/hr/forms#B>

With any of the above requests, email **organizational chart** to Totalcomp.hr@mcgill.ca.

M-Term Positions

To request new M-Term position, rematch and updates, use same procedure as above (Minerva Position Process, create- or maintain-Function; Request-for-rematch/update form).

Extension of an M-Term Position: End dates of M-Term positions can be extended via Minerva Position Process, maintain function.

For ALL external hires and to re-appoint incumbent of an M-Term position, approval must be obtained from Staffing; submit form “Request for External Hire”:

<https://www.mcgill.ca/hr/ha/restricted-site/staffing/forms>

For further details or specific questions concerning salary changes or changes in working hours, contact Laura Fabrizi, Total Compensation: x2302.