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Parent Policy: [Employment Relationship Policy](#)

Appointment of Support Staff Procedure

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| Office of Administrative Responsibility: | Human Resource Services |
| Approver: | Board of Governors |
| Scope: | Compliance with University procedure extends to all members of the University community. |

Overview

The appointment of **support staff** is subject to the terms of the **Collective Agreement** and all other relevant University of Alberta policies, procedures and protocols.

Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment of support staff to meet all statutory and/or collective agreement obligations.

PROCEDURE

1. RECRUITMENT PROCESS

- a. The **Department Head**/designee or **Trustholder**/designee is responsible for the recruitment processes of support staff.
- b. Any verbal or written offers of employment are conditional on the issuance of, execution of, and compliance with a formal **appointment letter** as described in this procedure.
- c. The terms of any verbal or written offers of employment must be consistent with the terms of the formal appointment letter, and for all bargaining unit employees, the terms of the Collective Agreement.

1. APPOINTMENT LETTER

- a. The appointment letter constitutes the entire formal contract between the candidate and the University and must:
 - i. follow the appropriate University appointment letter template;
 - ii. conform with this procedure and the Collective Agreement (if applicable); and
 - iii. be authorized in accordance with the Contract Review and Signing Authority Policy.
- b. The effective date of a candidate's appointment is the date set out in the appointment letter. An external candidate will have no rights or entitlements under the Collective Agreement, if applicable, and/or University policies until the effective date of the appointment.
- c. Any subsequent amendments to the appointment letter must be in writing and signed by both Department Head/designee or Trustholder/designee and candidate/employee.

- d. For foreign nationals, confirmation of immigration status to work in Canada is a pre-condition to any appointment and to the continuation of any appointment as a staff member at the University.

DEFINITIONS

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| Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top] | |
| Support Staff | A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix B) Definitions and Categories of Support Staff</i> . |
| Collective Agreement | The <i>Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta</i> . |
| Department Head | A Dean, Director, Chair or head of a teaching or non-teaching department so designated by the Employer, or other administrative authority, or their designee. |
| Trustholder | The recognized person(s) who holds research grants, contracts or is responsible for some other form of trust account at the University, and who is an authorized representative of the Employer. |
| Appointment Letter | The official employment contract between the University of Alberta and the employee. |

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

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[Contract Review and Signing Authority Policy](#) (University of Alberta)

[Human Resource Services Forms](#) (University of Alberta)

[NASA Collective Agreements](#) (NASA)

[Public Service Employee Relations Act](#) (University of Alberta)