

Recruitment or Contract Variation Approval Policy

Category	Administration and Management
Type	Policy
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Sponsor	Chief Operating Officer
Responsible Officer	Chief Operating Officer
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Purpose

1. To maintain staffing establishment of the Operations Group Divisions within the approved budget and ensure any movement is justified and in alignment with strategic imperatives, defined business case objectives and benefits, and corresponding strategic action plans.
2. To ensure casual recruitment or contractor change activity and associated resources are appropriately justified and approved before initiated.

Organisational Scope

The policy applies to all Departments and work groups that fall within the Divisions and Offices of the Operations Group, i.e., Campus and Collegiate Life Services Division (CaCLS), Property and Campus Development Division (PCD), Information Technology Services Division (ITS), Divisional Services and Administration (DSA), Office of Health, Safety, and Wellbeing (HSW), Office of Risk, Assurance, and Compliance (ORAC), Office of Sustainability, and Office of Transformation and Improvement (T&I).

Definitions

FTE: Full Time Equivalent. The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period, Mondays through Fridays.

The ratio units are FTE units or equivalent employees working full time. In other words, one FTE is equivalent to one employee working full time. This includes full time, part time, casual, campus temps and interns.

Human Resources: This includes the Human Resource Division and the HR Services team.

Content

Summary

For recruitment within FTE establishment, the Finance Advisor of the relevant Division/Department must confirm that the proposed changes are consistent with the FTE establishment and be approved by the relevant Director (CaCLS, PCD, HSW, ITS, DSA) or Head of (Sustainability, ORAC, T&I). If the recruitment falls within an Approved SLT Business Case or Feasibility Funding requires, approval from the Finance Advisor is not required.

Approval must be sought from the Chief Operating Officer (COO) for any recruitment that would be in excess of the approved and budgeted FTE establishment or deviates from the achievement of business case objectives and benefits. This includes the following: Advertised Recruitment; Direct to Offer Recruitment and permanent increases in FTE/Hours; engagement of Contractors. The only exception to this is in relation to Casual and Campus Temp staff, both of which can be approved by the relevant Director or Head.

Approval Process

Contractors:

For Contractor engagements (including appointment of new and extensions of existing), requests must be submitted using the 'Casual or Contractor Variation Approval Request Form' by the Hiring Manager. These appointments must be approved by the Director or Head only, unless the request sits outside of an approved SLT Business Case or Feasibility Funding request in which case final approval must be provided by the COO.

Recruitment:

The below outlines the approval procedures required for the following recruitment activities:

- Advertised recruitment; Direct to Offers; Casual appointments for new staff and extensions; as well as permanent increases in hours/FTE status for existing contracts.

In excess of FTE establishment / deviation from the achievement of business case objectives and benefits:

Note: FTE increases already approved by SLT are considered within establishment and recruitment is approved by the relevant Director (CaCLS, PCD, HSW, ITS, DSA) or Head of (Sustainability, ORAC, T&I).

- (a) For Permanent and Fixed term Advertised and Direct to Offer recruitment, the Hiring Manager raises a requisition in Taleo, with the first approver being the Divisional Finance Manager. The Director or Head should approve before the final approval is provided by the COO. **Please note:** the COO is not required to approve the Offer through Taleo, only the requisition, unless there is an increase to the terms of the offer different to what was approved within the requisition, e.g., length of term, or FTE/Hours.
- (b) For Casual and Campus Temp recruitment, Director or Head approval is required using the 'Casual or Contractor Variation Approval Request Form'. A requisition is created through the CASPER system for Casual appointments and sent for appropriate approval at the discretion of the Director or Head.

- (c) For all increases in hours of FTE, the Hiring Manager completes a 'Change in FTE/Hours Form'. It is approved by the Divisional Finance Manager, the Director or Head, and final approval provided by the COO.

Within approved FTE Establishment:

- (a) For Permanent and Fixed-Term 'Advertised' and 'Direct to Offer' recruitment, the Hiring Manager raises a requisition in Taleo. The first approver should be the Divisional Finance Manager with final approval by the Director or Head.
- (b) For Casual and Campus Temp recruitment, Director or Head approval is required using the 'Casual or Contractor Variation Approval Request Form'. A requisition is created through the CASPER system for Casual appointments and sent for appropriate approval at the discretion of the Director or Head.
- (c) For all increases in hours or FTE a 'Change in FTE/Hours Form' is completed with final approval by the Director or Head.

Related Policies, Procedures and Forms

- Form: Operations Casual or Contractor Variation Approval Request
- Form: Human Resources Change in FTE/Hours and/or Roster Change
- Form: Campus Temps Requisition for a Temporary Assignment Form

Contact for further information about this Policy

If you have any queries regarding the content of this policy, procedure or guideline or need further clarification, contact the Office of the Chief Operating Officer on coo-office@otago.ac.nz