



USW Locals 2010  
& 2010-01



# ***EdCom* Session on Job Posting and Application and Selection Process**

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**Job Posting**

**Why should you care about the job posting process?**

**Because Jobs we don't fight for *can* DISAPPEAR!**

U of T Job Posting Stats (June 2013)		
For USW Bargaining Unit Positions		
2009	<b>55%</b>	Awarded to EXTERNAL Applicants
After a campus awareness campaign on this issue:		
2013	<b>45%</b>	Still awarded to EXTERNAL Applicants



**Job Posting**

Why should you care **HERE**  
**AT QUEEN'S** about our job  
posting process?

Because **YOUR** bargaining unit jobs *are* **DISAPPEARING!**

Queen's University		
128 USW Bargaining Unit Positions Filled		
2013	<b>54% (69)</b>	Awarded to <u>EXTERNAL</u> Applicants
2013	<b>46% (59)</b>	Awarded to <u>INTERNAL</u> Applicants



## ***Job Posting***

**When there is a job opening at Queen's what are the employer's responsibilities?**

- **Article 18.07 - The job must be posted on the HR website for at least 7 calendar days.**
- **Article 18.10 – The University will attempt to fill positions with an Employee who requires an Accommodation according to the *Ontario Human Rights Code***



## Employer's responsibilities continued...

- **Article 18.12a - Qualified internal applicants will be interviewed first but interviewing non-bargaining unit persons is also permitted.**
- **18.12b – Queen's must demonstrate that the applicant selected was the most qualified using factors such as applicants' skills, qualifications, ability, and relevant experience.**
- **18.12b - When choosing between equal internal applicants, the person with the most seniority must be chosen.**
- **18.12c – post successful applicants on web site within 10 business days**



***Job Posting***



## How Is Seniority Calculated? Article 18.06

- **18.06a - Seniority is calculated based on the Employee's most recent date with the University, as long as there was no break between appointments greater than 13 weeks.**
- **18.06c - Seniority is recognized once an Employee has completed their probationary period.**
- **Seniority is not affected by approved absences such as holidays or sick leave.**



## Seniority

### Moving Inside and Outside the Bargaining Unit

- If an employee leaves the bargaining unit, but is still employed at Queen's, then returns to the bargaining unit within 2 years, she/he will be granted her/his seniority date they had on the date they left the bargaining unit.
- Employees of Queen's who move from outside the bargaining unit (e.g. from QUSA), to within USW, are not granted seniority based on their initial appointment date. Their seniority is calculated based on their first day in Local 2010.



## What are the applicant's responsibilities?

- **Article 18.08** – applicant's need to track the HR posting information (e.g. competition number, job description, etc.), in the event that they wish to challenge the decision at a later date.
- **Article 18.09** – it is YOUR responsibility to outline your skills, qualifications, abilities, and relevant experience on your cover letter and resume.

***Don't assume that just because they know you, they know your qualifications!***





## What are the applicant's responsibilities?

- Article 18.13 – Unsuccessful applicants have a right to request an interview debrief to discuss improvements for future postings
- This is critical!
- Attempt to find out why you were not selected; this will encourage the University to follow the language as bargained

**REMEMBER:**

*the onus lies with the EMPLOYER to demonstrate that the successful candidate was the MOST QUALIFIED!*

*Let's make them demonstrate it!*





## How Applicant's are Ranked by HR

Bargaining Unit Jobs (USW):		Non-bargaining Unit Jobs (QUSA):	
<b>1</b>	<b>Accommodations</b> <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)	<b>1</b>	<b>Accommodations</b> <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)
<b>2</b>	<b>Redeployment (USW jobs)</b>	<b>2</b>	<b>Redeployment (QUSA jobs)</b>
<b>3</b>	<b>Internal (USW member applying for USW job)</b>	<b>3</b>	<b>Internal (QUSA member)</b>
<b>4</b>	<b>External (QUSA member or never worked at Queen's)</b>	<b>4</b>	<b>External (USW member or never worked at Queen's)</b>



## When should jobs NOT be posted?

- **18.11a – Members who hold term appointments, and have been renewed in the same appointment at least once, are automatically offered the position if they have the skills to perform the job. They become the incumbant therefore, the job need not be posted.**

***TRUMP CARD:***

***If the Term Appointment temporarily covers another Member on a leave of absence (e.g. sick leave or LTD), and the Member does not return, then 18.07 applies (posting).***





## **When should jobs NOT be posted?**

- **18.11b - If the hired candidate rescinds their acceptance within two weeks of the start date; the job is not posted and other applicants from the pool are selected.**
- **18.11c - If the University is filling a temporary vacancy of less than 12 months no posting is required.**
- **18.11d - If the filled position becomes vacant again within 3 months of the hire, the previous applicant pool may be used to fill the job.**



## When should jobs NOT be posted?

- **18.11e – A job is not posted when a term employee is converted to a continuing employee. In article 18.03 a term appointment will become a continuing appointment if the employee has been in the job for 36 months consecutively. Furthermore, if the employee's position expires but they are hired back within 13 weeks the new appointment shall be deemed consecutive.**
- **18.11f – There will be times when a new faculty member from an external employer brings staff members with them to the University. These positions are considered NEW positions and will not be posted. Depending on the type of position, they may even be included in the bargaining unit (e.g. Admin Assistant). These NEW appointments will not cause a reduction in hours or layoffs of any bargaining unit employee.**



Questions?





Remember...

