POLICY 8.9 - Vacancies

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

1.0 If there is a vacancy in a Select Administrative Group Employee position which UWO decides to fill, the vacancy shall be filled as follows:

   a. Grandparented Select Administrative Group Employees on Displacement (Policy 8.7) and Preferred Placement (Policy 8.7) at the time of the decision to fill the vacancy. In such cases, skill, ability and qualifications to satisfactorily perform the requirements of the vacant position shall be the determining factor, except where the skill, ability and qualifications of such employees are relatively equal, in which case the employee with the greater service shall be identified and placed in the vacant position. If the position is not filled through this process, then;

   b. The position will be posted within the Select Administrative Group Employees for a period of one (1) week. In such cases, skill, ability and qualifications to satisfactorily perform the requirements of the vacant position shall be the determining factor, except where the skill, ability and qualifications of such employees are relatively equal, in which case the employee with the longer service shall be identified and placed in the vacant position. If the position is not filled through this process, then;

   c. The position will be opened to non-Select Administrative Group Employees and external applicants.