



SIMON FRASER UNIVERSITY
Policies and Procedures

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AD 9.02

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Establishment of Positions

(Policy AD 9-02, Addendum A applies to administrative and professional staff only.)

2. General Policy Statement

The following policy outlines the levels of authority required for establishment of positions and sets out the applicable procedural requirements for all employment categories under the control of the Executive Director, Human Resources (see AD 9-1).

3. Definitions

Note: The definition of continuing position applies to the position and not to the terms of filling the position, i.e. a continuing position may be filled on a temporary basis.

3.01 University Support Staff - an individual with a bonafide employment relationship with the University, whose terms are detailed in an offer of employment governed by Personnel Employment Policies. This does not include individuals employed under academic employment policies or individuals who may work at or about Simon Fraser University but who are employed by other agencies such as, but not limited to, the following: The Simon Fraser Student Society, The Diamond University Club, various grant or contract holders (ref. GP 12 "grant employees"), independent

Personnel in consultation with the appropriate Vice-President and/or President will determine

Continuing Employee Status

Upon the successful completion of at least four years of service governed by contracts of employment and upon the recommendation of the department, the Vice-President/Executive Director and with the approval of the President, the employment contract status may be converted to continuing employee status. In such cases the individual will be treated as a continuing employee and will be eligible for all the benefit plans extended to continuing employees under the AD 9 policies. In some special circumstances there may be limitations and the specific variances will be noted and confirmed in writing, e.g. salary policy and source of funding.

Although the individual may have gained continuing employee status and benefits the individual will still be governed by a written contract of employment which shall govern exclusively and shall supersede all other claims or statements.

Offer of Employment/Contract of Employment

The terms and conditions of all written offers of employment or contracts of employment must be approved by the Executive Director, Human Resources.

Interpretation and Application of Contracts of Employment

The decision of the President shall be final on questions of interpretation or application of this Policy or of any contract of employment.