

Manual of Administration

TOPIC: Human Resources	SUBJECT: Start Date of Temporary or Permanent Positions and Staff Resignations	Code: HR185
		Date of Issue: March 1997
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PURPOSE: This policy will clarify when the rate of pay, benefits, and corresponding hours will become effective when a successful candidate begins a temporary or permanent position.

1. The successful candidate will officially begin the new position on a date after the position becomes vacant. The increased rate of pay and corresponding hours for the position will commence at that time. Benefits will become effective as outlined in the collective agreement or benefit package.
2. Orientation to the new position will occur as needed/scheduled and will generally take place prior to officially starting the new position. There will not be an increase in rate of pay during the orientation.
3. The competition team will notify administration of the start date of the successful candidate. They will ensure the start date is after the position becomes vacant.
4. It is preferred positions begin at the beginning of the pay period.

Note: All staff resigning will be asked to complete a voluntary exit interview to be returned to the Human Resources Officer who will be responsible for data analysis.