



BUDGET PRINCIPLE: 1.07

Replaces Principle Dated: April 22, 2015

INITIATIVES AND OPPORTUNITIES

Approved by ACET: February 19, 2020

Effective Date: February 19, 2020

INTRODUCTION

Included in the Full-Time Support Staff Collective Agreement is a Letter of Understanding which details the options available for the College to establish a complement position of a temporary nature within the Full-Time Support Staff bargaining unit. This letter allows the College to initiate and develop new College ventures or pilot projects; and to assign staff to those ventures or projects for a period not to extend beyond twenty-four months without written agreement of the local union. This position of a temporary nature is known as an Initiatives/Opportunities position.

DEFINITIONS

Initiatives/Opportunities An "Initiatives/Opportunities" position is a position within the Full-Time Support Staff bargaining unit, in which the established termination date is known at the time the position is created and forms part of the employment contract with the individual who is selected for the position. The position may not exceed twenty-four consecutive months unless extended with written agreement of the Local Union and the College.

Appendix D Appendix D refers to an appendix in the Full-Time Support Union Collective Agreement. An Appendix D employee is someone who is employed on a casual or temporary basis to replace bargaining unit employees absent due to vacation, sick leave or other leaves of absence.

Strategic Investment Priorities The Strategic Investment Priorities (SIP) Fund is a budget provision in the College annual budget. The SIP fund provides financial resources to support both one-time investments (projects) and recurring annual investments (programs) that require central oversight due to their significance as determined by the College President.

PURPOSE

An "Initiatives/Opportunities" position allows the College to initiate and develop new College ventures or pilot projects; and to assign staff to those ventures or projects for a limited time period.

An "Initiatives/Opportunities" position is not to be used to replace an existing vacant full-time position, for ongoing work due to sustained or increasing work volume, or as an alternative to an Appendix D position.

PRINCIPLE

An "Initiatives/Opportunities" position should only be approved and created in accordance with the original intent of the Letter of Understanding in the Full-Time Support Staff Collective Agreement.

The College shall inform the local union of its intent to create an "Initiatives/Opportunities" position, its rationale and the termination date. The College will hear any representations by the Local Union prior to implementing such a position, provided such representations are made promptly.

An "Initiatives/Opportunities" position is a position within the Full-Time Support Staff bargaining unit, in which the established termination date is known at the time the position is created and forms part of the employment contract with the individual who is selected for the position.

POLICY

1. Authority

- The Human Resources Department of the College shall review all requests to establish "Initiatives/Opportunities" positions for compliance with the terms of the Full-Time Support Staff Collective Agreement, and will inform the Local Union through the Union College Committee of its intent to create an "Initiatives/Opportunities" position, its rationale and the termination date.
- The College Budget Committee will review all "Initiatives/Opportunities" position requests received from Human Resources and will submit a recommendation to the Algonquin College Executive Team for approval if the established criteria are met, and if funds exist to create the position.

2. Accountability

- All "Initiatives/Opportunities" positions, whether funded from base department budgets or through the Strategic Investment Priorities provisions may not exceed twenty-four (24) consecutive months unless extended with written agreement of the Local Union. For clarity, an Initiatives/Opportunities position will end on, or before the end of the 24 month period following the initial start date for the position. There will be no exception to this requirement without prior written agreement of the Union and approval by the Human Resources Department.
- Rating criteria should be utilized for the ranking and approval of new Initiatives/Opportunities" positions when funded through Strategic Investment Priorities project provisions.
- If the "Initiatives/Opportunities" position is a pilot for either a service improvement or revenue generation, then the department or school must have a plan formulated to either fund the position through revenue increases or expense reductions. For clarity, no new monies will be allocated to operating budgets to fund new "Initiatives/Opportunities" positions.
- If the funding or the requirement for the position becomes ongoing within the twenty-four month period (or during the employment period that has been agreed to between the parties) the position must be established as a full-time position through the established College process, and the hiring process will follow the established College policies for hiring new complement.

3. Reporting

- A report of all active "Initiatives/Opportunities" positions will be presented to the College Budget Committee once per year at the third quarter of each fiscal year. This report will detail the start and end date of each "Initiatives/Opportunities" position in the College which are active at the time of the report.

4. Time frame

- Requests for "Initiatives/Opportunities" positions which are funded from base operating budgets can be considered throughout the year as new College ventures or pilot projects arise.
- Requests for "Initiatives/Opportunities" positions which are funded from Strategic Investment Priorities provisions can be considered as part of the annual Strategic Investment Priorities call for projects, or at the quarterly Strategic Investment Priorities call for projects; subject to funding availability.

5. Transparency

- Transparency will be assured through the College's notification to the local union of its intent to create an "Initiatives/Opportunities" position, and by providing the rationale and the termination date for the position, as well as through the annual report of active "Initiatives/Opportunities" positions.

PROCEDURES

Step 1: All position requests will be submitted to the appropriate Human Resources Generalist by the hiring manager, accompanied with a completed Support Staff Position Description Form (PDF).

Step 2: The completed PDF will be evaluated by the College Job Evaluation Committee (CJEC) to determine the appropriate pay band for the proposed position.

Step 3: The Human Resources Department of the College will review all "Initiatives/Opportunities" positions for compliance with the terms of the Support Staff Collective Agreement, and will inform the Local Union through the Union College Committee (UCC) of its intent to create an "Initiatives/Opportunities" position, its rationale and the termination date.

Step 4: The College Budget Committee (CBC) will review all "Initiatives/Opportunities" positions received from the Human Resources Department that have been endorsed by the Union College Committee. The College Budget Committee will submit a recommendation to the Algonquin College Executive Team for approval, if the established criteria are met, and if funds exist to create the position.

Step 5: Upon Algonquin College Executive Team approval, the requesting department will be notified of the decision and the department can proceed with the hiring process as presented in the request.

RELATED POLICIES:

HR07 – [HR07: Hiring Process](#)

RELATED DOCUMENTS:

Finance Budget Principle: [1.08 Strategic Investment Priorities](#)

Finance Budget Principle: [1.09 Strategic Investment Priorities Funds – Recurring Annual Investments](#)

Collective Agreements: [Collective Agreements](#)