

Policy Name: Non-Academic Hiring Standards
Approving Authority: President

Policy # HR-005
Approval Date: 6/23/2023
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Next Review Date: 6/2024

Statement

The Non-Academic Hiring Standards Policy of Beal University Canada (“BUC” or the “University”) provides the guidelines on hiring administrative staff to ensure employees are qualified for the position they are hired for.

Purpose

The purpose of this policy is to ensure the administrative staff are experientially qualified in their respective field to support the mission of the University in providing quality services to our students.

Roles and Responsibilities

The Director of Human Resource Administration has administrative responsibility for the Non-Academic Hiring Standards Policy. The Department Heads have implementation responsibility. The President will review the policy annually.

Policy

Hiring Standards

The University seeks to hire administrative members who are experientially qualified in their respective fields and who will support the mission of the University to provide quality services to our students. Job descriptions for each administrative position will define the minimum educational and experience requirements to fulfill the position. Hiring standards follow the accepted guidelines provided in the Canada Labour Code.

Status Designation

Full-time employee – works more than 30 hours a week consistently.

Part-time employee – works less than 30 hours a week consistently.

Introductory Periods

The first 60 days of employment is considered an introductory period. During this period, one will become familiar with Beal University Canada and the job responsibilities, and this enables an opportunity to monitor the quality and value of the performance and make any necessary adjustments in the job description or responsibilities. The introductory period with the University can be shortened or lengthened as deemed appropriate by management and Human Resources.

Professional Development

All employees are required to complete professional development training each year. The employee will select training applicable to their position to enhance their technical skills in their respective field. Additionally, there are required in-service training provided by the University that all employees will complete each year. Refer to the Non-Academic Career Development Policy.

Employee Evaluation

Employees will have an annual performance evaluation conducted by their immediate supervisor. A self-evaluation will be completed. The annual performance review will include current responsibilities, performance assessment, and professional development plan. Feedback will be provided by the supervisor and goals will be mutually created with timeline of achievements. Supervisors will provide recommendations to the Human Resources Department on merit raises. The President will provide final approval of any increases.

Related Policies and Documents

HR-006 Non-Academic Career Development Policy.

Employee Handbook