

Section:	Human Resources (HR)
Subject:	Recruitment, Hiring and Appointment
Legislation:	
Effective:	March 18, 2005
Revision:	September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is for SAIT to hire the best qualified person within the resources available and without discrimination.

PROCEDURE

GOVERNING PRINCIPLES

1. SAIT does not provide letters of reference to employees upon termination, and does not respond to reference checks from external sources other than to confirm position duties and dates of employment. References will be provided when a completed HR705 Separation Appraisal is on file in Employee Services.
2. The employee's direct manager/supervisor will complete and sign a Separation Appraisal for a terminating employee prior to the employee's departure from SAIT. Should an employee be dismissed for cause, the employee's personal records will be categorized as a "DO NOT REHIRE" by Employee Services.
3. Regardless of the reason for an employee's termination, should the dean or director determine that the employee is a poor fit for SAIT's values and/or ethics, this information shall be conveyed to the employee through the Separation Appraisal and the employee will be advised that a "DO NOT REHIRE" status will be assigned to the employee's personal file.

The official controlled version of this document is held in the Board of Governors Office.

4. The employee is requested to review the assessment and to sign it, so that Employee Services has permission to release this information to prospective employers. If the employee does not sign it, Employee Services will release no information. This Separation Appraisal should be forwarded to the school/department's human resources advisor for inclusion in the employee's personal file. The employee may request a copy of the Separation Appraisal.

PROCEDURE

1. When a salaried employee gives written notice of resignation or retirement, the employee's manager/supervisor will complete the Separation Appraisal (HR705) as a final assessment of the employee's performance. The letter of resignation or retirement and the Separation Appraisal will be forwarded to the human resources advisor.
2. When a salaried or casual/wage employee is terminated without cause (position abolishment or end of contract), the employee's manager/supervisor will complete the Separation Appraisal (HR705) as a final assessment of the employee's performance. In the case of contract/wage employees' contracts ending, only the Separation Appraisal needs to be forwarded to the human resources advisor.
3. When a salaried or casual/wage employee is terminated with cause, the employee's manager/supervisor will complete the Separation Appraisal (HR705) as a final assessment of the employee's performance. The employee's personnel records will be categorized as a "DO NOT REHIRE" by Employee Services.
4. A "DO NOT REHIRE" status must be approved by the dean or director, and can only be removed from the former employee's file through written permission from the dean or director of the employing school/department, with the support of the applicable vice president. Written requests for removal of a "DO NOT REHIRE" status must be forwarded directly to the manager, Employee Services.
5. Clarification regarding this procedure may be obtained by contacting a human resources advisor or assistant advisor.

POLICY/PROCEDURE REFERENCE

HR.5.1	Recruitment and Selection policy
HR.5.1.1	Recruitment and Selection for Salaried Positions procedure
HR.5.1.4	Re-Employment of Retirees procedure
HR.5.1.5	Staff Identification Badges procedure

The official controlled version of this document is held in the Board of Governors Office.

PROCEDURE

The official controlled version of this document is held in the Board of Governors Office.