

Section:	Human Resources (HR)
Subject:	Recruitment, Hiring and Appointment
Legislation:	
Effective:	April 11, 2008
Revision:	April 22, 2015; 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

DEFINITIONS

- Break in service** A period in excess of three months from an employee's last date of employment with SAIT.
- Casual employee** An individual who is employed on a casual contract for a specified period of time and who is compensated at an hourly rate without access to SAIT's benefits package.
- Salaried employee** An individual who is employed for either a specified period of time or without an end date, in a full or part-time capacity, and who is compensated at a monthly rate with access to SAIT's benefits package.

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GOVERNING PRINCIPLES

1. When an employee leaves SAIT and subsequently returns, the employee's re-employment does not guarantee that the employee will receive credit for previous service.
2. Where specific language exists in a collective agreement between SAIT and its bargaining units (SAFA and AUPE) regarding breaks in service, the collective agreement supersedes the language in this procedure.
3. Anniversary dates will be adjusted to reflect an employee's new start date.

PROCEDURE

A. Salaried Employees

1. A former salaried employee who returns to SAIT after a break in service may have the employee's previous employment considered as a part of the probationary period, at the discretion of the employee's dean or director, associate vice president or vice president.
2. A former salaried employee who returns to SAIT in a salaried position after a break in service of no more than six months from the last date of employment with SAIT shall have the employee's:
 - a) Vacation reinstated, although vacation days do not accrue during a break in service;
 - b) General Sick Leave benefits reinstated to their previous threshold; and
 - c) Waiting period for dental benefits waived.
3. If a salaried employee's position is abolished or if that employee is terminated without cause (in the case of an APT/Management employee), and the employee is rehired into a permanent salaried position:
 - a) The employee's employment service with SAIT shall not be reinstated if the break in service is greater than three months for the purposes of future termination or position abolishment calculations.

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- b) The length of service for severance purposes is calculated to reflect the last period of continuous employment, provided there was no break in service.
- c) For a bargaining unit member, repayment of position abolishment monies shall apply according to the terms of the collective agreement.
- 4. SAIT's insurance provider manages Long Term Disability (LTD) benefits; it does not consider an employee's previous employment with SAIT when it determines LTD eligibility or benefits claims.
- 5. If a salaried employee retires from SAIT and is then re-hired by SAIT, the provisions of procedure [HR.5.1.4 Re-Employment of Retirees](#) apply.

B. Casual Employees

- 1. If a casual employee is rehired before a full three months break in service, the employee's prior service will be recognized as continuous service.

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
HR.5.1.6	Separation Appraisal procedure

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