# Operating & Trust Support Staff

## JOB POSTINGS

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Posting Required</th>
<th>Duty to Accommodate Considerations Required</th>
<th>Recall Considerations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual 1</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Casual 2</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Auxiliary</td>
<td>Yes – if the position is initially for more than 12 months or once it becomes clear that the position will be needed for an additional 12 months. See information below.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Regular</td>
<td>Yes – See information below</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- A vacancy for 12 months or less can be posted at the department’s discretion. **Note**: While not obligated, departments are strongly encouraged to post all vacancies.
- Any vacancy which is for more than 12 months **must** be posted for a minimum of 5 business days.
- If an employee was originally hired for a position through a formal posting/competition process, there is no obligation to repost that position when the status of the position changes.
- The posting needs to indicate the expected end date of the position, if applicable:
  - Postings for *Regular established* positions do not have an end date
  - Postings for *Regular non-established* and *Regular Trust* positions may have an end date (i.e. the expected duration is for more than 4 years)
  - Postings for *Casual* and *Auxiliary* work expected to last up to 4 years **must** have an end date.
- When a vacancy occurs within 2 months of the posting closing date for the same type of job (i.e. the same position title and grade) reposting / posting may not be required. Please consult with your Human Resources Consultant or Recruitment Services before proceeding.
- **Internal applicants** from within the bargaining unit should be given consideration for all postings, however, if the posting is for more than 12 months in duration, they **must** be given consideration. Casual Level 1 and ISS employees are not considered internal applicants.
- During the recruitment / interview process, **internal applicants** should be asked to disclose their current employee type / status so that the hiring supervisor / Department is fully aware of any additional costs that may be incurred (i.e: over-time due to a concurrent job / position), prior to making their hiring decision.
- When considering a previous or current University of Alberta employee for a position, contacting your Human Resources Consultant prior to making an offer is strongly encouraged.
- Departments are encouraged to advise all internal applicants as to the outcome of the competition, but certainly any applicant who has been interviewed **must** be contacted.
- Upon request, interview feedback will be provided to unsuccessful internal candidates by the hiring department.
- When considering foreign nationals for a position (candidates who are not Canadians or permanent residents), contacting Academic Services (Immigration) prior to posting is strongly recommended.