

Position Authorization Policy

1.0 Policy Statement

The City ensures that any vacant and/or newly created position that is filled has been given prior consideration in the planning and budgeting process and will not exceed the staffing complement.

2.0 Purpose

To establish a Policy for the City of Mount Pearl to ensure that all vacant and/or newly created positions within the City have prior written approval before they are filled and are subject to a position authorization process.

3.0 Scope

This policy applies to all employees at all locations of the City. Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

4.0 Definitions

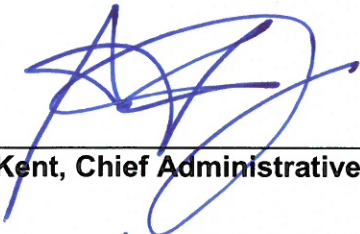
Staffing Complement: For the purpose of this policy, the staffing complement is defined as the number of personnel in any departmental position, which has been approved through the planning and budgeting process for the current business cycle.

5.0 Guidelines

- a) Human Resources will be responsible for maintaining accurate records relating to the City's staffing complement.
- b) The Chief Administrative Officer may approve a temporary appointment over and above this complement for a period not more than twelve (12) months to provide relief coverage required due to illness, vacation, or other extended leaves, and also for coverage during a large departmental project.
- c) The Director must have the CAO and Council approve any requests to increase the complement beyond that which has been budgeted for.

It shall be the responsibility of all City of Mount Pearl employees to ensure that they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer
August 7, 2018

Date