



College Practices

Revised: April 3, 2014
Approved: Feb 6, 2011
Responsibility: Executive Team

PRACTICE NUMBER:

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: Full-Time and Term Certain Complement Approvals

6. The Hiring Manager prepares a complement approval request form which includes a business case endorsed by the respective Vice-President.
7. The request is discussed and submitted to Financial Services for review and recommendations for approval.
8. The request is discussed and reviewed by Human Resources (HR) to consider all staffing options and considerations.
9. The Hiring Manager modifies the complement approval form to reflect input from Finance and HR and submits to the Recruitment Coordinator.
10. The Recruitment Coordinator initiates an automated final approval request form circulated according to the approval chart below:

COMPLEMENT APPROVALS

Finance	HR	VP	Exec
---------	----	----	------