

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

Topic		Action	Jurisdiction	President/ Vice Chancellor	Provost/ CFO	Senior Administrator (See definition below)	Delegable	Comments	Lowest Delegated Level	HR Working Notes
Approve Workforce	1	Approve workforce levels	ADMIN	Y	Y	N	N	Business Case/Briefing Note for Budget Committee required	Provost/CFO	
			VIUFA	Y	Y	N	N	Business Case/Briefing Note for Budget Committee required	Provost/CFO	
			BCGEU	Y	Y	N	N	Business Case/Briefing Note for Budget Committee required	Provost/CFO	
			CUPE	Y	Y	N	N	Business Case/Briefing Note for Budget Committee required	Provost/CFO	
Hiring	2	Approve posting of regular positions including 5 year appointments & their renewals	ADMIN	Y	Y	N	N		Provost/ CFO/ AVP HR	Finance to review, then Provost/CFO. For President's responsibility area other than direct reports, AVP HR to approve.
			VIUFA	Y	Y	N	N		Provost/ CFO/ AVP HR	Finance to review, then Provost/CFO. For President's responsibility area other than direct reports, AVP HR to approve.
			BCGEU	Y	Y	N	N		Provost/ CFO/ AVP HR	Finance to review, then Provost/CFO. For President's responsibility area other than direct reports, AVP HR to approve.
			CUPE	Y	Y	N	N		Provost/ CFO/ AVP HR	Finance to review, then Provost/CFO. For President's responsibility area other than direct reports, AVP HR to approve.
	3	Approve posting of temporary positions	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y		Manager	
			CUPE	Y	Y	Y	Y		Manager	
	4	Increased Regularization	VIUFA	Y	Y	N	Y	Changes in FTEs within a specific department for the same type of position may be delegated to Senior Administrator provided they don't create an overall increase in the FTE allocation	Provost/CFO	
			BCGEU	Y	Y	N	Y	Changes in FTEs within a specific department for the same type of position may be delegated to Senior Administrator provided they don't create an overall increase in the FTE allocation	Provost	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

		CUPE	Y	Y	N	Y	Changes in FTEs within a specific department for the same type of position may be delegated to Senior Administrator provided they don't create an overall increase in the FTE allocation	Provost/CFO		
	5	Approve staffing of casual positions	All	Y	Y	Y		Manager		
	6	Restrict competitions to internal applications	ADMIN	Y	Y	Y	Y	In consultation with Recruitment Advisor	Manager	
			VIUFA	Y	Y	N	N	In consultation with Recruitment Advisor	Provost/CFO	
			BCGEU	Y	Y	N	N	In consultation with Recruitment Advisor	Provost	
			CUPE	Y	Y	Y	Y	Internal applicants to be considered before external	As per collective agreement	
	7	Determine hiring process	All	Y	Y	Y	As per collective agreements	Manager	This is to reference the determinations made by senior admin (e.g. post or not post, search committee composition)	
	8	Media advertising approval for executive search (LinkedIn, BC Jobs, external websites, etc.)	All	Y	Y	Y	HR Budget - Talent Acquisition. If specialist, high investment advertising - department budget	Manager Talent Acquisition		
	9	Provide feedback to unsuccessful candidates	All	Y	Y	Y		Hiring Manager/ Search Committee		
Relocations	10	Approve amount of relocation expenses claimable within guidelines	All	Y	Y	N	Policy 43.22	Director Human Resources		
Interview Expenses	11	Approve interview expenses for regular positions	All	Y	Y	Y	Policy 43.02 - expense claim	Manager		
Criminal Record Checks	12	Designate positions of trust, which require criminal record checks and/or enhanced security screening	All	Y	Y	N				
	13	Initiate criminal record check and/or enhanced security screening	All	Y	Y	Y				
	14	Determine whether or not an offer will be made, based on the results of the screening that produced information of concern/	All	Y	Y	Y		Senior Administrator in conjunction with HR		
	15	Approve recommended candidates to regular positions (following prescribed posting process, priority etc.)	ADMIN	Y	Y	N	N		Provost/CFO	
			VIUFA	Y	Y	N	N		Provost/CFO	
			BCGEU	Y	Y	N	N		Provost	
			CUPE	Y	Y	N	N		Provost/CFO	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

	16	Re-employment - approve exceptions to policy regarding re-employment after termination	ADMIN	Y	Y	N	N		Provost/CFO	
			VIUFA	Y	Y	N	N		Provost/CFO	
			BCGEU	Y	Y	N	N		Provost/CFO	
			CUPE	Y	Y	N	N		Provost/CFO	
Appointments	17	Appoint persons to non-regular positions	ADMIN	Y	Y	Y	N	President and CFO divisions: not delegated to Senior Administrator. Provost divisions: delegated to Senior Administrators	Senior Administrator	
			VIUFA	Y	Y	Y	N	President and CFO divisions: not delegated to Senior Administrator. Provost divisions: LTC to go through Provost. Temporary non-instructional through Senior Administrator	Senior Administrator	
			BCGEU	Y	Y	Y	N	President and CFO divisions: not delegated to Senior Administrator. Provost divisions: delegated to Senior Administrators	Senior Administrator	
			CUPE	Y	Y	Y	N	President and CFO divisions: not delegated to Senior Administrator. Provost divisions: delegated to Senior Administrators	Senior Administrator	
	18	Manage decline/unavailability offers for non-regular work	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y	non-regular pool managed within BCGEU	Manager	
			CUPE	Y	Y	Y	Y		Manager	
Regularization	19	Regularizing a position	ADMIN	Y	Y	N	N		Provost/CFO	
			VIUFA	Y	Y	N	N		Provost/CFO	
			BCGEU	Y	Y	N	N		Provost/CFO	
			CUPE	Y	Y	Y	Y	As per collective agreement	Manager	CUPE CA 1.05(e)
				ADMIN	Y	Y	N	N		CFO/Provost

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

	20	Convert non-regular employees to regular status	VIUFA	Y	Y	Y	Y	Same as regularization of position above	CFO/Provost	VIUFA 9.4
			BCGEU	Y	Y	Y	Y	Same as regularization of position above	CFO/Provost	See Munroe award
			CUPE	N/A	N/A	N/A	N/A	Regularization of a person is per CA 1.05 (a)	Not Applicable	Incorrect, per the CA
Temporary Appointments	21	Approve internal transfer/leave	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y		Manager	
			CUPE	Y	Y	Y	Y		Manager	
	22	Extend temporary appointments	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y		Manager	
			CUPE	Y	Y	Y	Y		Manager	
Volunteers	23	Identify functions or activities that could be performed by volunteers	All	Y	Y	Y	Y		Manager	
Compensation	24	Pay level determination	ADMIN	Y	N	N	N	Admin Pay Scale per Excluded Comp Guidelines	President	
			VIUFA	Y	Y	Y	Y	As per collective agreement	HR Assistant	
			BCGEU	Y	Y	Y	Y	As per collective agreement	HR Assistant	
			CUPE	Y	Y	Y	Y	As per collective agreement	HR Assistant	
	25	Up in range	ADMIN	Y	Y	N	N		Senior Provost/CFO	Up in range form
			VIUFA	Y	Y	N	N		Provost	Up in range form
			BCGEU	Y	Y	N	N		Provost	
			CUPE	N	N	N	N		Not Applicable	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

	26	Job evaluation	ADMIN	Y	N	N	N	Recommendation by Manager and one up Manager	President	
			VIUFA	N/A	N/A	N/A	N/A		Not Applicable	
			BCGEU	N/A	N/A	N/A	N/A		Not Applicable	
			CUPE	N	N	N	N	Joint Job Evaluation	Committee	
	27	Exceptions to Excluded Compensation Guidelines	ADMIN	Y	N	N	Y	Delegated to AVP HR	AVP HR	
Employee Orientation	28	Ensure that employees are provided with an appropriate orientation and complete necessary documentation	All	Y	Y	Y	Y	HR responsible for general orientation materials	Manager	
Probation	29	Determine extension of probation periods	ADMIN	Y	Y	Y	Y	In conjunction with HR	Manager	
			VIUFA	Y	Y	Y	Y	In conjunction with HR & in accordance with collective agreement	Manager	
			BCGEU	Y	Y	Y	Y	In conjunction with HR & in accordance with collective agreement	Manager	
			CUPE	Y	Y	Y	Y	In conjunction with HR & in accordance with collective agreement	Manager	
	30	Determine existence and length of probation periods for employees on subsequent appointments.	ADMIN	Y	Y	Y	Y	In conjunction with HR	Manager	
			VIUFA	Y	Y	Y	Y	As per collective agreement	Manager	
			BCGEU	Y	Y	Y	Y	As per collective agreement	Manager	
			CUPE	Y	Y	Y	Y	As per collective agreement	Manager	
	31	Reject employees during probation	ADMIN	Y	Y	Y	Y	Consultation with HR required	Provost/CFO	
			VIUFA	Y	Y	Y	Y	Consultation with HR required	Provost/CFO	
			BCGEU	Y	Y	Y	Y	Consultation with HR required	Provost/CFO	
			CUPE	Y	Y	Y	Y	Consultation with HR required	Provost/CFO	
Trial Period	32	Determination of success of trial period	CUPE	Y	Y	Y	Y		Manager	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

Job Sharing	33	Determine whether job share arrangements are feasible and approve or reject job share	All	Y	Y	Y	N		Senior Administrator	
Flexible Work	34	Approve flexible work agreements including security and safety considerations	All	Y	Y	Y	Y		Manager	
Co-op	35	Appoint students to co-op assignments	All	Y	Y	Y	Y		Manager	
Assisted Leave	36	Assisted Leave	ADMIN	Y	Y	Y	N	As per Admin Terms and Conditions	Senior Administrator	
			VIUFA	Y	N	N	N	As per collective agreement	President	
			BCGEU	Y	Y	N	N	As per collective agreement	Provost/Vice President	
			CUPE	Y	Y	Y	Y	As per collective agreement	Manager	
Layoff/Recall	37	Layoff of regular employees	ADMIN	Y	Y	N	N	As per Terms and Conditions	Provost/CFO	
			VIUFA	Y	Y	N	N	As per collective agreement	Provost/CFO	
			BCGEU	Y	Y	N	N	As per collective agreement	Provost/CFO	
			CUPE	Y	Y	N	N	As per collective agreement	Provost/CFO	
	38	Determine when regular recall is appropriate and who is qualified to be re-called	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y	Employee to elect recall at time of layoff.	Manager	
			BCGEU	Y	Y	Y	Y	Employee to elect recall at time of layoff.	Manager	
			CUPE	Y	Y	Y	Y	Employee to elect recall at time of layoff.	Manager	
	39	Layoff of non-regular employees	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y		Manager	
			CUPE	Y	Y	Y	Y		Manager	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

	40	Recall non-regular employees	ADMIN	Y	Y	Y	N		Senior Administrator	
			VIUFA	Y	Y	Y	N		Senior Administrator	
			BCGEU	Y	Y	Y	N	Regular part-time have first right as per collective agreement	Senior Administrator	
			CUPE	Y	Y	Y	N		Senior Administrator	
Separation/ Resignation	41	Authorizes separation/resignation of employees	ADMIN	Y	Y	Y	Y		Manager	
			VIUFA	Y	Y	Y	Y		Manager	
			BCGEU	Y	Y	Y	Y		Manager	
			CUPE	Y	Y	Y	Y		Manager	
Standards of Conduct	42	Ensure that employees are advised of the required standards of conduct	All	Y	Y	Y	Y		Manager	
	43	Responsibility for reviewing possible breaches of standards and taking action	All	Y	Y	Y	Y	In conjunction with HR	Manager	
	44	Review and make recommendations/advise on conflict of interest situations	All	Y	Y	Y	Y	As per Policy 21.06	Manager	
	45	Make decisions on conflict of interest situations	All	Y	Y	Y	Y	As per Policy 21.06. Manager should advise HR	Manager	
	46	Waive restrictions on working relationships	All	Y	Y	Y	Y	As per Procedure 21.06.001	Manager	
	47	Letters of expectation	All	Y	Y	Y	Y	In conjunction with HR & relevant jurisdiction	Manager	
	48	Issue a verbal warning	All	Y	Y	Y	Y	In conjunction with HR & relevant jurisdiction	Manager	
	49	Issue a written warning	All	Y	Y	Y	Y	In conjunction with HR & relevant jurisdiction	Manager	
	50	Impose demotion on an employee	ADMIN	Y	Y	N	N	Consultation with HR required	Senior Administrator	
VIUFA			Y	Y	N	N	Consultation with HR required	Senior Administrator		
BCGEU			Y	Y	N	N	Consultation with HR required	Senior Administrator		
CUPE			Y	Y	N	N	Consultation with HR required	Senior Administrator		

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

Discipline/ Termination	51	Disciplinary suspension	ADMIN	Y	Y	Y	N	Consultation with HR required	Senior Administrator	
			VIUFA	Y	Y	Y	N	Consultation with HR required	Senior Administrator	
			BCGEU	Y	Y	Y	N	Consultation with HR required	Senior Administrator	
			CUPE	Y	Y	Y	N	Consultation with HR required	Senior Administrator	
	52	Non-disciplinary suspension	ADMIN	Y	Y	Y	Y	Consultation with HR required	Manager	
			VIUFA	Y	Y	Y	Y	Consultation with HR required	Manager	
			BCGEU	Y	Y	Y	Y	Consultation with HR required	Manager	
			CUPE	Y	Y	Y	Y	Consultation with HR required	Manager	
	53	Terminate an employee	ADMIN	Y	N	N	N	Consultation with HR required	President	
			VIUFA	Y	N	N	N	Consultation with HR required	President	
			BCGEU	Y	N	N	N	Consultation with HR required	President	
			CUPE	Y	N	N	N	Consultation with HR required	President	
	54	Authorize removal of disciplinary documents from personnel file.	ADMIN	Y	Y	N	Y		HR Advisor	
			VIUFA	Y	Y	N	Y	As per collective agreement	HR Advisor	
			BCGEU	Y	Y	N	Y	As per collective agreement	HR Advisor	
			CUPE	Y	Y	N	Y	As per collective agreement	HR Advisor	
55	Admin Terminations: Negotiation of severance	ADMIN	Y	Y	Y	N		Senior Administrator		
56	Respond to Grievances at Step 1	ADMIN	N/A	N/A	N/A	N/A		Not Applicable		
		VIUFA	Y	Y	Y	Y	As per collective agreement	Manager & ER Advisor		
		BCGEU	Y	Y	Y	Y	As per collective agreement	Manager		
		CUPE	N/A	N/A	N/A	N/A	As per collective agreement	CUPE		



**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

Grievances	57	Respond to Grievances at Step 2	ADMIN	N/A	N/A	N/A	N/A		Not Applicable	
			VIUFA	Y	Y	Y	Y	As per collective agreement	Manager & ER Advisor	
			BCGEU	Y	Y	Y	Y	As per collective agreement	Manager & ER Advisor	
			CUPE	Y	Y	Y	Y	As per collective agreement	Manager & ER Advisor	
	58	Respond to Grievances at Step 3	ADMIN	N/A	N/A	N/A	N/A		Not Applicable	
			VIUFA	Y	Y	Y	Y	As per collective agreement	Senior Administrator, ER Advisor	Language in the CA is out of date, practice has been at Senior Administrator level.
			BCGEU	Y	Y	Y	Y	As per collective agreement	Senior Administrator, ER Advisor	Language in the CA is out of date, practice has been at Senior Administrator level.
			CUPE	Y	Y	N	Y	As per collective agreement	ER Director	
	59	Respond to Grievances at Step 4	ADMIN	N/A	N/A	N/A	N/A		Not Applicable	
			VIUFA	N/A	N/A	N/A	N/A	As per collective agreement	Not Applicable	
			BCGEU	Y	Y	Y	Y	As per collective agreement	Senior Administrator, ER Advisor	
			CUPE	Y	Y	N	N	As per collective agreement	Senior Provost/CFO	
	60	Respond to Arbitration	ADMIN	Y	Y	N	N		AVP HR & Senior Administrator	
			VIUFA	Y	Y	N	N	As per collective agreement	AVP HR & Senior Administrator	
			BCGEU	Y	Y	N	N	As per collective agreement	AVP HR & Senior Administrator	
			CUPE	Y	Y	N	N	As per collective agreement	AVP HR & Senior Administrator	

**DELEGATION OF HR AUTHORITY MATRIX  
VANCOUVER ISLAND UNIVERSITY**

\*Senior Administrator is defined as Administrators who are Directors and above (Admin 12-Admin 17)

The VIU Board has delegated human resources decisions and actions to the VIU President. The President subsequently delegates human resource management decision-making and actions to various management levels within the University, as set out in this matrix. The authority to act on VIUs behalf should only be exercised per the appropriate delegation and sub-delegation down from the President, consistent with the matrix and constraints established by VIU and the VIU Board.

The purpose of the Delegation of HR Authority Matrix is to enable the efficient and effective operation of the University by providing necessary and appropriate delegation to managers to enable them to discharge their responsibilities. Such delegation recognizes the responsibility of VIU managers, whilst maintaining an appropriate level of oversight. It is an aim of this framework that delegation of decisions should be to the lowest appropriate level of management.

This matrix covers decisions on HR matters within VIU in line with HR policies, guidelines, applicable Collective Agreement provisions and applicable terms and conditions for administrative employees. If any HR matter for delegation is not covered within the matrix, it should be referred to Human Resources.

This matrix will be reviewed regularly or upon fundamental structural or organisational changes being implemented. The most current version is currently maintained in the Excluded Shared Drive.