



Policy Information	
Policy No:	AD-HR-1.22
Approved by:	Executive Management
Approval Date:	May 15, 2014
Executive Responsible:	Vice President Academic and HR Executive Director
Administrator Responsible:	All Hiring Managers
Date of Next Review:	May 2019

EMPLOYEE CREDENTIAL POLICY

Policy Statement

This policy sets out the guiding principles of documenting credentials for all employees at the College of New Caledonia.

Purpose / Rationale

The purpose of requiring submission of credentials by employees is to support consistent hiring practices across the organization, and the appointment of qualified candidates. Ensuring the appointment of qualified candidates supports the institution in achieving CNC's Mission Statement, Strategic and Education Plans.

Scope / Limits

This policy applies to all employees offered positions at the College of New Caledonia. This policy should be read in conjunction with the relevant clauses of the FACNC collective agreement, CUPE collective agreement and the Administrative Personnel Policy.

All new full time (probationary, sessional and regularized) faculty employees are required to submit an original copy of their required credentials such as degrees and/or licensure (if applicable to the position, and if not already on file), upon accepting an appointment with the College. Part time Faculty are required to provide a copy of their credentials when accepting employment. The appointment is subject to the documents ensuring the employee has credentials in the applied discipline. Faculty are also required to submit information about work experience for initial placement on scale. Faculty employees requesting step increments based on obtaining additional qualifications must also provide copies of those documents. All new administrators and other excluded employees will be required to submit an original copy of their credentials such as degrees or licensure (if applicable to the position, and if not already on file) upon accepting an appointment with the College. Existing administrators and other excluded employees must provide copies of their degrees and credentials when applying for different positions within the College. The appointment is subject to the documents ensuring the employee has credentials in the appropriate discipline.

All new operational employees will be required to submit an original copy of their credentials such as degrees and/or licensure (as applicable to the position and if not already on file) upon accepting an appointment with the College. Casual operational employees are required to provide a copy of their credentials within 30 days of

accepting employment. Existing operational employees must provide copies of their degrees and credentials when applying for different positions within the College. The appointment is subject to the documents ensuring the employee has the credentials for the position.

All employees are highly encouraged to provide copies of additional degrees or other credentials to their supervisors and Human Resources obtained during employment, even when not applying for new positions within the College.

Principles/Guidelines

1. Beyond the required credentials and work experience as needed for each position, the hiring manager in each area must determine what, if any additional qualifications are required for positions. For faculty hiring, this may be done in conjunction with the Faculty search committees.
2. It is the responsibility of each employee to provide the required credentials prior to their employment start date. If the credentials are in a language other than English or French, it is the employee's responsibility to provide them officially translated into English by an approved credential evaluation service.
3. The credential, registration number or license for the highest level academic credential achieved, or official documentation of a specific achievement required for the position will be provided by the employee to the College.

The employee will bring their original or verified documents to the Hiring Manager (or their designate) to be copied and verified as a true representation of the document and signed by both parties. The Hiring Manager will then send copies of credentials to CNC Human Resources.

4. Copies of the credentials will be kept in the employee's personnel file in the College's Human Resources Department.

Definitions

1. Degrees: Refers to any level of title awarded by Secondary School or Post-Secondary Institution, such as citation, certificate, associate, diploma, baccalaureate, masters or doctorate.
2. Credential: Items of professional and/or educational background, such as degrees, licenses, letters of reference or professional experience that commend a person to potential employers.
3. Verification of documents: This may be original, notarized copy, written confirmation from Registrar's or Regulatory offices, or transcripts. Whenever possible transcripts are the preferred method of ensuring employee's credentials.

4. Excluded: Employees of CNC who work outside of any bargaining units at CNC

Legislative and Collective Agreement References

Faculty Collective Agreement Articles 6.10, 11, 16

CUPE Collective Agreement Article 9

CNC Administrative Personnel Policy

Freedom of Information & Protection of Privacy Act (FOI/POP)

Links to Other Related Policies, Documents and Websites

CNC Human Resources Website

Policy Amendment Log

Amendment Number:	Date:
0	May 2014
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