

Section:	Human Resources (HR)
Subject:	Recruitment, Hiring and Appointment
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is for SAIT to hire the best qualified person within the resources available and without discrimination.

## PROCEDURE

### DEFINITIONS

<b>Contractor</b>	An individual or company contracted by SAIT to perform services or work for SAIT. For the purposes of this procedure, there are two types of contractors: <ol style="list-style-type: none"><li>1. Independent Contractor: An individual contracted by SAIT under the individual's own company name and paid through Finance.</li><li>2. Service Contractor: A member of a company that SAIT has contracted, and who is generally paid by that company.</li></ol>
<b>Employee</b>	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses.

### GOVERNING PRINCIPLES

1. All employees must provide SAIT identification at the request of an authorized member of the SAIT community or as required to access SAIT services and facilities such as, for instance, the Reg Erhardt Library and SAIT's recreational facilities.

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2. Employee identification credentials are accessible through a mobile application (the SAIT Mobile ID) or by a physical identification (ID) card.
3. The SAIT Mobile ID is the official employee identification for employees while on the SAIT campus. Its purpose is to establish a secure campus facility.
4. The SAIT Mobile ID is available to all employees as defined above. It is not available to contractors, who may only obtain a physical ID card.
5. Employees who do not comply with this procedure may be subject to consequences as set out in procedure [HR.4.4.1 Corrective Action Procedures](#). Contractors who do not comply with this procedure may be subject to consequences as described in their contract or service agreement.

## PROCEDURE

### A. SAIT Mobile ID

1. The SAIT Mobile ID can be downloaded onto Smartphones by following the prompts on [sait.ca](http://sait.ca). It will display an employee's full legal name, photograph and SAIT ID number.
2. The SAIT Mobile ID will be automatically activated for current employees. It will deactivate when an employee's employment at SAIT is terminated.

### B. Physical Identification (ID) Card

1. A physical ID card may be obtained instead of the SAIT Mobile ID as follows:
  - a) An employee may obtain and use a physical ID card instead of the SAIT Mobile ID where they have a preferred name that does not match their legal name, they cannot access the SAIT Mobile ID, or they do not want their SAIT identification on a mobile device. The physical ID card will include the employee's picture, full name, SAIT ID number and school/department, and is available from the Card Office.
  - i) In situations where an employee's preferred name does not match their legal name, the employee may contact Employee Services at [Employee.Questions@sait.ca](mailto:Employee.Questions@sait.ca) and request a physical ID card. Employee Services will work the employee and the Card Office to implement this request.
  - ii) In all other situations where an employee wishes to obtain and use a physical ID card, the employee can obtain a physical ID card from the Card Office. The physical ID card will include the employees' picture, legal name, SAIT ID number and school/department.

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- b) A contractor can obtain their physical ID card from the Security office. They must present a copy of their current Sait contract (complete with authorized signatures and expiry date) and a piece of identification. This does not allow free access to Sait's recreational facilities.
- 2. If a replacement physical ID card is required due to loss or theft of the original physical ID card, the replacement is available at the Card Office for a fee.
- 3. Permanent employees with a physical ID card must update their cards whenever the information on the card changes. Other employees must update their cards when their term of employment changes. The employee must return their expired or incorrect physical ID card when picking up their new or updated physical ID card.
- 4. Upon termination of employment with Sait, an employee must return their physical ID card to their supervisor/manager.

### **POLICY/PROCEDURE REFERENCE**

HR.5.1	Recruitment and Selection policy
HR.5.1.1	Recruitment and Selection for Salaried Positions procedure
HR.5.1.8	Employment Equity

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