

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Staff Hiring

Adopted on July 12, 2013

Preamble

The Executive Committee reserves the right to employ staff, as it deems necessary. It also holds the responsibility to determine and review staff terms of employment as outlined in the most current version of the Employment Contract between the Union and the respective staff.

The Board of Directors has no authority over the matters of personnel and human resources, unless otherwise stated in a hiring policy, this includes, but is not limited to, Orientation Coordinator, VicePresident Campus Life, Vice-President Operations and Election and Referenda Officers.

Hiring Committees

The hiring committee must consist of the President, the Vice-President Operations, and the Executive Director.

All job postings must be posted for a period no less than 10 business days.

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the Executive Committee must appoint an alternate executive representative; failing this option, the Board of Directors reserve the right to select a representative.

For temporary or casual staff, the Executive Committee, at its discretion, may designate the Executive Director to have jurisdiction over the employment, evaluation and discharge of such staff. The Executive Director is required to provide updates on the performance evaluation of such staff from time to time.

Chair of Part-Time Staff Hiring Committees

The Vice-President Operations shall chair all part-time staff hiring committees. It is the responsibility of the Chair to:

- **Post the job descriptions**
- **Receive resumes and schedule interviews of selected applicants**

In a case where the Vice-President Operations is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee. The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the Executive Committee for approval. The Executive Committee has the right to accept or decline the advice from the Hiring Committee, and select an alternate candidate.

Chair of the Full-Time Staff Hiring Committees



The President shall chair all full-time staff hiring committees. It is the responsibility of the Chair to:

Post the job descriptions

Receive resumes and schedule interviews of selected applicants

In a case where the President is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee. The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the Executive Committee for approval. The Executive Committee has the right to accept or decline the advice from the Hiring Committee, and select an alternate candidate.