



POLICY 5.01

HUMAN RESOURCE MANAGEMENT

Employee Definitions

POLICY INTENT

AUSU employs full-time or part-time staff for either permanent or temporary positions. Each position is subject to varying requirements with respect to the hiring process, remuneration, and other employment policies. This policy is to define the areas where individuals may be employed within AUSU.

POLICY RESPONSIBILITY

Council

POLICY

General

5.01.01 In all personnel issues, Council must consider relevant provincial employment standards, and take all reasonable measures to protect employee privacy.

Positions

5.01.02 Part-time positions are those for which the employee is paid an hourly wage and does not work more than 25 hours per week

5.01.03 Full-time positions are those for which the employee is paid a salary and works more than 25 hours per week.

5.01.04 Temporary positions are those for which the period of employment is not to exceed six months, or the duration of the absence of a permanent employee when the position is to cover that absence.

5.01.05 Permanent positions are those which will exceed six months. All permanent positions require an employment agreement.

5.01.06 Project positions with AUSU may be created as needed and are defined as positions that are of less than sixty days duration, or with an honorarium of less than \$1000, and where work is confined to a single project.

Job Specifications

5.01.07 Every position in the Students' Union shall be governed by a job specification.

5.01.08 The amount of detail contained in the specification shall be appropriate to the level of the position, however each specification should contain the following:

- a) Title
- b) Type of position
- b) Job Summary
- c) Duties & Responsibilities
- d) Qualifications required

5.01.09 A copy of all job specifications shall be maintained on file by the AUSU office and can be obtained by Councillors as requested.

POLICY HISTORY

Original Approval Date: September 26, 2005

Updated Date: January 28, 2008

Mandatory Review by Date: January 28, 2010