



## POLICY 5.02

### HUMAN RESOURCE MANAGEMENT

#### *General Hiring and Management*

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#### **POLICY INTENT**

This policy outlines general principles to guide AUSU in its hiring practices and employee eligibility for Council and Committee positions.

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY**

##### **Hiring**

- 5.02.01 All hiring procedures shall be conducted in confidence and shall remain in confidence, to protect the privacy of candidates and employees, and the integrity of the hiring process.
- 5.02.02 For all positions, AUSU shall attempt to recruit and hire qualified AUSU members.
- 5.02.03 As soon as possible after a permanent employee is selected, the Executive Director shall develop an employment agreement to be signed by the President and the new employee.
- 5.02.04 A copy of the signed Employment Agreement shall be kept in the personnel files, a copy shall be provided to the employee, and a third copy shall be kept by the executive directory. An electronic copy of the agreement shall be available for the Executive on request.
- 5.02.05 AUSU employees may not serve as elected members of Council. Employees may be included on any AUSU committee as a non-voting member to provide support and assistance.
- 5.02.06 A Councillor may not apply for any paid employment position with AUSU while serving on council, or for three months after ceasing to be a councillor.

#### **POLICY HISTORY**

Original Approval Date: September 26, 2005

Updated Date: January 28, 2008

Mandatory Review by Date: January 28, 2010