



POLICY 5.02

HUMAN RESOURCE MANAGEMENT

General Hiring and Management

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

- 5.02.1 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.
- 5.02.2 For all positions, AUSU shall attempt to recruit and hire qualified AUSU members.
- 5.02.3 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.
- 5.02.4 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.
- 5.02.5 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.
- 5.02.6 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
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