



## POLICY 5.05

### HUMAN RESOURCE MANAGEMENT

#### *Permanent Employees*

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#### **POLICY INTENT**

This policy outlines the general principles that should govern the recruitment, interviewing, and selection of all permanent employees.

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY**

##### **Establishment of New Positions**

- 5.05.01 The Executive, in consultation with council, must approve the establishment of new positions before any recruitment can begin and shall consider the following:
- a) the impact the position will have on current resources (including financial, human, equipment, space and location);
  - b) how will the required resources be provided;
  - c) whether the position will be required over the long term or could be adequately fulfilled by other means;
  - d) whether the benefits of adding the position outweigh the costs;
  - e) whether establishing the position will help AUSU better serve the needs of its members.
- 5.05.02 When establishing new positions, the Executive shall ensure that a job specification is created.

##### **Recruitment**

- 5.05.03 The Executive Director is responsible for the recruitment of all positions, except the Executive Director position which is the responsibility of Executive Council.
- 5.05.04 Outgoing employees may be consulted to complete a comprehensive audit of the job to ensure that the job specifications are still current, appropriate, and complete.

##### **Advertising**

- 5.05.05 All permanent positions shall be suitably advertised to ensure a wide variety of applicants, or the Executive Director may elect to retain the services of a placement agency.
- 5.05.06 All job postings must state the following:
- a) Qualifications, which includes required knowledge, education, and skills;
  - b) Duties and responsibilities;

- c) Starting pay range;
- d) Required hours of work;
- e) Deadline for applications;
- f) A contact person for further information;
- g) That AUSU is an equal opportunity employer and adheres to all applicable privacy legislation for information gathering.

### **Selecting and Interviewing**

- 5.05.07 The Executive Director shall conduct all interviews with the option to ask Executive Council members to attend and participate.
- 5.05.08 At least two reference checks should be completed for each applicant under consideration.
- 5.05.09 Candidates who are not selected shall be notified as soon as possible following the hiring process.

### **Employment Agreements**

- 5.05.10 The Executive Director shall draft an employment agreement for each permanent employee which will include at minimum:
  - a) The job specification
  - b) The date of hire and renewal date of the employment agreement
  - c) The rate of remuneration and rate of regular wage increments, which shall at least approximate the rate of inflation as indicated by the CPI of the Bank of Canada.
  - d) Full-time employees shall receive the following benefits as a minimum:
    - i. One three credit undergraduate AU course or the equivalent value for post-secondary education per fiscal year.
    - ii. Six sick day per year and six flex days per year.
    - iii. Allowance for provincial health care for the employee.
    - iv. Supplemental health care allowance for the employee.
    - v. Three weeks' vacation each year

### **POLICY HISTORY**

Original Approval Date: September 26, 2005

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Mandatory Review Date: January 28, 2010