



POLICY 5.05

HUMAN RESOURCE MANAGEMENT

Permanent Employees

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

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