



## POLICY 5.06

### HUMAN RESOURCE MANAGEMENT

#### *Temporary Employees*

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#### **POLICY INTENT**

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

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY**

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

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

##### **Recruitment**

- 5.06.03 The Executive Director is responsible for the recruitment of all temporary positions, but may delegate this responsibility. For positions of less than a week or when an employee is needed immediately or in case of emergency, the Executive Director may elect to use the services of a temporary employment agency or may select an employee who is already available to Council to obtain personnel immediately.

##### **Advertising**

- 5.06.04 Where possible, all temporary 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.
- 5.06.05 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) Anticipated length of term;
- f) Deadline for applications;
- g) A contact person for further information;
- h) That AUSU is an equal opportunity employer and adheres to all applicable privacy legislation for information gathering.

### **Selecting and Interviewing**

- 5.06.06 The Executive Director shall conduct all interviews with the option to ask Executive Council members to attend and participate.
- 5.06.07 At least one reference check should be completed for each applicant under consideration.
- 5.06.08 Candidates who are not selected shall be notified as soon as possible following the hiring

### **Extension of Temporary Term**

- 5.06.09 If required, Council may choose to extend the chosen term of employment by up to six months. Employees which are still required beyond this extended term must be presented with the opportunity to become a permanent employee in the same position.
- 5.06.10 Temporary employees who are given the opportunity to become permanent need not be interviewed or proceed through the normal permanent employee hiring process.
- 5.06.11 When temporary employees become permanent employees the hire date for the purpose of determining benefits shall be the date of the original temporary hire.

### **POLICY HISTORY**

Original Approval Date: September 26, 2005

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Mandatory Review Date: January 28, 2010