



## POLICY 5.02

### HUMAN RESOURCE MANAGEMENT

#### *Staff Hiring*

#### **POLICY INTENT**

This policy outlines general principles to guide the Athabasca University Students' Union (AUSU) in its hiring of employees.

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY**

##### **General**

5.02.01 In all personnel issues, council, executive, and employees must consider relevant provincial employment standards, and take all reasonable measures to protect employee privacy.

##### **Types of Positions**

5.02.02 AUSU may choose to hire different types of positions to meet a variety of staffing requirements, which may be part-time, full-time, temporary, permanent, contract, or any other category that AUSU deems appropriate.

5.02.03 Part-time positions are those where the employee regularly works fewer than 30 hours per week.

5.02.04 Full-time positions are those where the employee regularly works 30 hours or more per week.

5.02.05 Temporary positions are those where the period of employment does not exceed 12 months (exclusive of any extensions), where the staffing need is to address a temporary project or temporary workload increase, or to fill the absence of a permanent employee that is on temporary leave.

- 5.02.06 Permanent positions are those that do not have a defined end date.
- 5.02.07 Contract positions have a defined start and end date for which a term employment contract has been signed, and which do not fall under the definition of temporary positions.

### **New Positions**

- 5.02.08 The executive committee, 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 the required resources will be provided;
  - c) what type of position is appropriate or whether the need could be adequately fulfilled by other means;
  - d) whether the benefits of adding the position outweigh the costs; and
  - e) whether establishing the position will help AUSU better serve the needs of its members.
- 5.02.09 The executive director is responsible for initiating and following the hiring procedures.
- 5.02.10 If possible, AUSU shall post available jobs to its website, in an attempt to recruit and hire qualified AUSU members in good standing.

### **Interviewing and Selection**

- 5.02.11 The executive director shall conduct all staff interviews, and at least one executive councillor shall participate where possible. Interviews for the executive director position shall be conducted by the executive committee. Additional designates may be appointed by the executive committee to participate in interviews as necessary.
- 5.02.12 Selection shall be based on the candidate's skills, experience, availability, and experience, as ascertained through the candidate's resume, interview, and reference checks.
- 5.02.13 At least 2 reference checks should be completed for each applicant under consideration.
- 5.02.14 For the position of executive director, the executive committee will select the candidate to hire subject to final approval by council.
- 5.02.15 Other than for the position of executive director, the executive director will select the staff candidate to hire in consultation with the executive committee.
- 5.02.16 Once a staff candidate has been selected, the president and executive director shall approve and sign the employment agreement prior to it being offered to the employee.

Once the employee has signed the agreement, they are officially hired. In the case of the executive director's employment agreement, 2 executive councillors must sign

5.02.17 Candidates who have been interviewed and are not selected shall be notified as soon as possible following the hiring process.

5.02.18 A councillor may not apply for any paid employment position with AUSU while serving on council, or for 2 years after ceasing to be a councillor.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References:**

None

### **This Policy is Referenced by:**

None

### **Forms:**

None

## **POLICY HISTORY**

Original Approval Date: September 26, 2005

Last Review Date: October 17, 2019 (formal)

Review by Date: October 2021