

## **UPEI SU HIRING BOARD BY-LAW**

Enacted March 16th, 1986  
Amended March 18th, 2001  
Amended March 17th, 2002  
Amended February 29th, 2004  
Amended April 1st, 2007  
Amended April 6th, 2008  
Amended December 2<sup>nd</sup>, 2010

### **I COMPOSITION OF HIRING BOARD**

1. In the hiring of University of Prince Edward Island Student Union (UPEI SU) part-time staff, the Hiring Board (the Board) shall consist of the following:
  - A. The UPEI SU General Manager (GM), who shall act as Chairperson. The chair may only cast a vote in the event of a tie; this will be noted and brought to council for approval with the rest of the hiring board results;
  - B. One Executive member who shall be delegated by the Executive Committee (Executive), and;
  - C. The applicable supervisor of the position being interviewed.
2. In the hiring of the UPEI SU permanent, full-time staff, the Board shall consist of the following:
  - A. The UPEI SU President as Chairperson. The chair may only cast a vote in the event of a tie;
  - B. The Executive Vice President;
  - C. Three voting non-Executive members of Council, and;
  - D. Any one full time staff member of the Student Union as a non-voting member.
3. A member of the Hiring Board who is under consideration for a particular position may not sit on the Board when it is considering candidates for that particular position. A member of the Hiring Board may not sit on the Board when it is considering a position that has been applied for by someone who places them in a conflict of interest position. In such cases, Council may approve a temporary replacement.
4. In the hiring of the GM, the Board shall consist of the President as chairperson, four members of Council, the outgoing General Manager, if in good standing as a non-voting member, and two non-voting Faculty members to be approved by Council.

### **II DUTIES OF HIRING BOARD**

1. In accordance with the UPEI SU Constitution, the Board shall be responsible for recruiting and hiring all employees (student and non-student) of the UPEI SU.
2. The Board shall receive and process all applications. It shall submit hiring recommendations and rationale to Council. In the summer months the Board shall submit recommendations to the Executive.
3. The recommendations of the Board are subject to the approval of Council. During the summer months, the recommendations are subject to the approval of the Executive.

4. All voting members of the Board have the right to appeal a recommendation regarding a hiring to Council prior to the approval of Hiring Board Results.

### **III PROCEDURES OF HIRING BOARD**

1. Hiring Boards are normally held four (4) times a year: at the beginning of each semester, October, and March.
2.
  - A. All positions available for student participation in the Hiring Sessions shall be advertised by the Board for two consecutive weeks on the UPEI SU Website, and other means available.
  - B. All permanent positions available shall be advertised by the Board for at least two (2) consecutive weeks on the UPEI SU website, local newspaper, and other means available.
3. The Board shall accept applications for positions up to the advertising deadline.
4. The Chairperson shall keep all applications on file as long as selected employees are employed by the UPEI SU. This file may be examined by Council during an In-Camera discussion.
5. The Board should make use of the guidelines for job descriptions in the Personnel Policy.
6. If a vacancy occurs in a position between hiring boards the Executive, upon the recommendation of the position supervisor, may fill the position until the next hiring board convenes. The new employee must be made aware that they are being hired on an interim basis.
7. The supervisor of the department which is hiring must be in attendance at all interviews, or the Board shall be postponed.
8. All inquiries concerning a Council decision on a recommendation of the Board shall be brought to the Executive member on the Board.

### **IV UPEI SU HIRING POLICY**

1. Further information and specifics regarding employment and selection within the UPEI SU may be obtained in the Policy Manual.