

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 2nd, 2010
Amended September 9th, 2012
Amended March 9th, 2014
Amended April 10th, 2017

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 Chairperson 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 UPEI SU student supervisor positions, the Hiring Board (the Board) shall consist of the following:
 - A. The UPEI SU General Manager (GM), who shall act as Chairperson.
The Chairperson 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);
 - C. The applicable supervisor of the position being interviewed; and
 - D. One voting non-Executive member of Council.

3. In the hiring of UPEI SU Vice President Finance & Administration, the Hiring Board (the Board) shall consist of the following:
 - A. The UPEI SU General Manager (GM), who shall act as Chairperson.
The Chairperson 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 non-returning Executive member who shall be delegated by the Executive Committee (Executive); and
 - C. One voting non-Executive member of Council.

4. In the hiring of the UPEI SU permanent, full-time staff & full-time permanent seasonal 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. One Executive member who shall be delegated by the Executive Committee (Executive);
 - C. One voting non-Executive member of Council, as elected by council and;
 - D. Any one full-time staff member of the Student Union as a non-voting member.
5. 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. Members of the Hiring Board must recuse themselves from the Board should their relationship with an applicant present a conflict of interest, real or perceived.
6. 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 the Administrative Coordinator in the absence of the outgoing General Manager.

II. DUTIES OF HIRING BOARD

1. In accordance with the UPEI SU Constitution, the Board shall be responsible for recruiting and recommending for hire all employees (student and non-student) of the UPEI SU.
2. The Board shall receive and process all applications. It shall submit hiring recommendations, total number of applicants, total number of interviewees and rationale for hiring 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.

III. PROCEDURES OF HIRING BOARD

1. Hiring Boards are struck as required.
2. All positions available for student participation in the Hiring Sessions shall be advertised for two (2) consecutive weeks on the UPEI SU Website, and other means available.

- A. All permanent positions available shall be advertised 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 area which is hiring must be in attendance at all interviews, or the Board shall be postponed.
8. All inquiries related to the hiring process shall be brought to 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.