UPEISU By-Law #1.09 *Hiring Board*

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| **CATEGORY:** | **SUBJECT:** |
|  | By-Law |  | ***Hiring Board*** |
| **EFFECTIVE DATE:** | **LAST UPDATE:** |
|  |  |  | November 20, 2022 |

# PURPOSE:

This By-Law provides guidance for the composition, duties and procedures of all UPEISU Hiring Boards.

# APPLICATION:

This policy applies to all UPEISU Councillors, Executive Members and staff members, both student and full-time employees, involved in Hiring Boards.

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# HIRING BOARD COMPOSITION:

1.09.01 In the hiring of UPEISU part-time staff members, the Hiring Board shall consist of the following members:

1. The UPEISU General Manager, who shall act as Chair. 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;
2. One Executive Member, who shall be delegated by the Executive Committee; and
3. The applicable supervisor of the position being interviewed.

1.09.02 In the hiring process of UPEISU student coordinator or editor positions, the Hiring Board shall consist of the following:

1. The UPEISU General Manager, who shall act as Chair. 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;
2. One (1) Executive Member, who shall be delegated by the Executive Committee;
3. The applicable supervisor of the position being interviewed; and
4. One (1) voting, non-Executive Member of Council.

1.09.03 In the hiring process of the UPEISU VP Finance & Administration, the Hiring Board shall consist of the following:

1. The UPEISU General Manager, who shall act as Chair. 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;
2. One (1) non-returning Executive Member who shall be delegated by the Executive Committee; and
3. One (1) voting non-Executive Member from Council.

1.09.04 In the hiring process of the UPEISU permanent, full-time staff and full-time permanent seasonal staff, the Hiring Board shall consist of the following:

1. The UPEISU President, who shall act as Chair. 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;
2. One (1) Executive Member, who shall be delegated by the Executive Committee;
3. One (1) voting, non-Executive Member of Council, as elected by Council; and
4. Any one (1) full-time staff member of the UPEISU, who shall be a non-voting member.

1.09.05 In the hiring of the General Manager, the Hiring Board shall consist of the following:

1. The UPEISU President, who shall act as Chair;
2. Four (4) members of Council;
3. The outgoing General Manager, if in good standing, as a non-voting member; and/or
4. The Administrative Manager, in the absence of the outgoing General Manager.

1.09.06 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.

# DUTIES & RESPONSIBILITIES:

1.09.07 The Hiring Board shall be responsible for recruiting and recommending for hire all employees of the UPEISU.

1.09.08 Hiring Board approvals

 a. In hiring part time student staff the hiring boards will be approved by the Executive Committee

 b. In hiring student coordinators and editors the hiring boards will be approved by Council.

 c. In hiring UPEISU permanent, full-time staff and full-time permanent seasonal staff hiring boards will be approved by council

 d. In hiring the General Manager, the hiring board will be approved by the council.

1.09.09 The Hiring 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 the appropriate governing bodies.

1.09.10 During the summer months, the recommendations of the Hiring Board are subject to the approval of the Executive Committee.

# HIRING BOARD PROCEDURES:

1.09.11 Hiring Boards are struck as required.

1.09.12 All positions available for student participation in the Hiring Sessions shall be advertised for at least two (2) consecutive weeks on the UPEISU Website, and other means available. All permanent positions available shall be advertised for at least two (2) consecutive weeks on the UPEISU website, and other means available.

1.09.13 All Hiring Board correspondences, including applications, interviews, and notifications to all applicants, both successful and unsuccessful, shall be sent through the email address hiring@upeisu.ca. The General Manager and the Administrative Assistant shall have sole access to this email account.

1.09.14 The Hiring Board shall accept applications for positions up to the advertising deadline.

1.09.15 An application package must be completed by each applicant prior to the interview. The General Manager and the applicable supervisor shall review all applications and, when necessary, implement screening mechanisms to shorten the final interview list. The Administrative Assistant shall arrange a convenient schedule for interviews and contact the members of the Hiring Board and the position applicants. The supervisor of the position being filled must be in attendance at all interviews, or the Hiring Board shall be postponed.

1.09.16 The final interview list and schedule must be forwarded to the Hiring Board. The Hiring Board Chair shall provide copies of the application package and related job descriptions to all members of the Hiring Board.

1.09.17 The interviewer’s evaluations shall be recorded and attached to the application form.

1.09.18 The Chair of the Hiring Board shall make necessary contacts for the purpose of checking the references listed on the application.

1.09.19 The Hiring Board recommendations shall be presented to the appropriate governing body for consideration and approval.

1.09.20 Notification to the successful applicant shall be carried out in writing and shall outline all terms of employment.

1.09.21 The Chairperson shall keep all applications on file as long as selected employees are employed by the UPEISU. This file may be examined by Council during an In-Camera discussion.

1.09.22 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.

1.09.23 All inquiries related to the hiring process shall be brought to the Hiring Board.

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# BY-LAW 1.09 HISTORY:

| **Act** | **Date** |
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| **Enacted** | March 16, 1986 |
| Amended | March 18, 2001 |
| Amended | March 17, 2002 |
| Amended | February 29, 2004 |
| Amended | April 1, 2007 |
| Amended | April 6, 2008 |
| Amended | December 2, 2010 |
| Amended | September 9, 2012 |
| Amended | March 9, 2014 |
| Amended | April 10, 2017 |
| **Creation of the New Policy Framework** | **April, 2022** |
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