

HUGH GARNER CO-OPERATIVE INC.

HIRING POLICY

1. **Authority to Hire**

- a) The Director designated by the Board as the Staff Liaison will, in consultation with the Co-ordinator, recommend the filling of all new staff positions.
- b) *For* new permanent positions, the Staff Liaison in consultation with the Co-ordinator, will make a *recommendation* to the Board of Directors regarding the job title, job description and salary range. The Board of Directors will then make recommendations to the Members at a General Members Meeting.

The General Members Meeting must approve all new permanent positions prior to the start of the hiring process.

- c) For new temporary positions, the Staff Liaison, in consultation with the Co-ordinator, will make a recommendation to the Board of Directors regarding job title, job description and salary range. The Board of Directors must approve the recommendations prior to the start of the hiring procedure.

The above requirement is waived if the salary expenditure involved falls within the spending authority of Co-op staff. In such a case the appropriate staff person may proceed with the hiring at his/her discretion.

- d) A Hiring Committee will carry out the hiring for all positions, new or existing, except for those temporary positions that fall within the spending authority of a staff person. The Hiring Committee will recommend its choice of candidate; its recommendation must be ratified by the Board of Directors.

2. **Hiring Committee**

- a) The Board of Directors will strike ad hoc committee as required.

- b) Each Hiring Committee will be appointed by the Board and will be composed of three (3) voting Members and one advisor as follows:
- ! Two representatives of the Board of Directors, one of which is preferably the Staff Liaison
 - ! One representative of the committee with which the new staff will work closely or a second Director
 - ! A third member, preferably a Director; and
 - ! A non-voting advisor to the Hiring Committee, one existing staff person who is in a supervisory or equal position to the position to be filled.
- c) If any Hiring Committee member has a close association or strong personal negative or positive bias with any applicant (e.g. Member of same household or close friend), that committee member should declare a conflict of interest and be replaced by another appointment to the committee.
- d) The tasks of the Hiring Committee shall be as follows:
- ! To advertise the position and make copies of the job description available;
 - ! To accept applications;
 - ! To establish selection criteria and interview guidelines;
 - ! To review all applications received and determine which candidates will be interviewed;
 - ! To check references of applicants under consideration;
 - ! To set up and conduct interviews;
 - ! To make a recommendation regarding choice of applicant and salary to the Board of Directors;

- ! To negotiate salary and terms of employment with the successful applicant, where necessary;
- ! To notify all candidates of the Co-op's decision and to keep appropriate records as specified in section.

3. Advertising

- a) All job notices will include a prominent heading noting that a job is available, the job title and a summary description, the salary range, the details of how to apply, the name and telephone number of a person to contact for further information and the deadline for applications.
- b) Job notices will be posted on the Co-op Notice Board in the Lobby and advertised in the Co-op Housing Sector, plus the general public, where appropriate.

4. Eligibility

No Co-op member is eligible to be employed by the Co-op on permanent basis.

5. Records

- a) For each hiring, a Hiring Log shall be maintained. The Log shall include the following:
 - ! name and positions of those on the Hiring Committee
 - ! names of all applicants interviewed with date of interview and interview report
 - ! the decision of the Hiring Committee with reasons
- b) The Hiring Log should be signed by all members of the Hiring Committee.

6. Hiring Guidelines

The following steps for hiring are recommended for each hiring and are designed to be used as a check-off.

When a staff member's employment is terminated, the Board shall:

- a) Appoint a Hiring Committee in accordance with the above.
- b) Determine the salary range to be offered, and arrange for advertising for the position.
- c) Review the job description for information and any necessary changes.
- d) Ensure that applications are made available for the perusal of members of the Hiring Committee after the deadline for applications.
- e) Review for approval on the recommendation of the Hiring Committee.
- f) Ensure that the Hiring Log is completed and signed and that the contract is signed.
- g) Ensure that all applications are kept at the Co-op for at least three months after the commencement of the staff person who is hired.

When a staff member's employment is terminated, the Hiring Committee shall:

- a) Review applications and shortlist applicants for a first interview.
- b) Refer to the Hiring Interview Guidelines of Hugh Garner Co-op.
- c) Recognize that second interviews may be valuable, however, the decision to perform a second interview remains at the discretion of the Hiring Committee.
- d) Recommend a candidate to the Board of Directors and recommend a salary level.
- e) Ensure that the Hiring Log is completed.

Approved: Board of Directors, April 29, 1986.

Approved: General Members Meeting, Sept. 10, 1986

Revised: Board of Directors, Sept. 30, 1986

General Members, December 8, 1986