

# Hiring Policy

## 1. Authority to Hire

- (a) The Director designated by the Board as Staff Liaison, will, in consultation with the Coordinator, recommend the filling of all new staff positions.
- (b) For new, permanent position, the Staff Liaison, in consultation with the Coordinator, will make a recommendation to the Board regarding the job title, job description and salary range. The Board will then make recommendations to 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 Coordinator, will make a recommendation to the Board of Directors regarding the job title, description and salary range. The Board must approve the recommendation prior to start of the hiring procedures.

This requirement is waived if the salary expenditure involved falls within the spending authority of the Co-op staff. In such a case, the appropriate staff person may proceed with the hiring at his or her discretion (this account should be clearly budgeted.)

- (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 an adhoc hiring committee as required.
- (b) Each Hiring Committee will be composed of 3 people as follows:
  - 1 representative of the Board of Directors ( preferably the Staff Liaison);
  - 1 representative of the committee with which the new staff person will work closely or a second Director;
  - 1 existing staff person who is supervisory or equal position to the position to be filled. (If there is no appropriate staff person, a second representative of the Board should be chosen.)

- (c) If any Hiring Committee member has a close association 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  
( guidelines are prepared though they may be altered with changing needs of Co-op);
  - 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 recommendations regarding choice of applicant and salary to the Board;
  - to negotiate salary and terms of employment with successful applicant, where necessary;
  - to notify all candidates of the Co-op's decision and keep appropriate records as specified in Section 5.

### 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, 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 delivered to all households in the Co-op and advertised to 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 a permanent basis.

### 5. Records

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