# **Operating Policy - Employment**

1. Purpose

* 1. To ensure that the employment of part-time employees is conducted in a fair and equitable manner.

2. Administration

* 1. The Executive Board shall administer this policy;
	2. Exceptions to this policy must be made by the Executive Board;
	3. Managers of departments are required to ensure their staff follows the guidelines of this policy;
	4. Supervisors are responsible for informing their employees of this policy.

3. Hiring Procedure

* 1. Applications for employment (except positions which are elected) shall be posted and collected electronically and shall be kept on file for a minimum of six (6) months;
	2. All paid positions, including rehires, must be posted;
		1. A staff member can be considered for rehire if;
			1. The incumbent’s supervisor has performed a performance appraisal;
			2. The incumbent’s supervisor has recommended the incumbent for rehire;
			3. The applications to the position have been reviewed by the hiring committee.
	3. The Vice-President (Administration) shall ensure that all positions are advertised;
		1. Part-Time Manager, January 15;
		2. Part-Time Staff, by mid-March;
		3. And as required throughout the year.
	4. Staff shall be hired according to the following guidelines:
		1. Managerial staff supervised by a Board of Directors member shall be hired by the Executive Board;
		2. Other managerial staff and hourly rated staff shall be hired by the department manager;
	5. The Executive Board may decide not to strike a particular hiring board if the position becomes redundant;

4. Hiring Criteria

* 1. MSU members (those enrolled in 18 units of courses or more during the academic year) in good standing shall be eligible for employment with the MSU; employment will terminate when the employee is no longer enrolled in the required number of units;
	2. Each employee shall read or fill out the required employment forms in conjunction with a Hiring Committee member and/or the Administrative Assistant, encompassing the following information;
		1. Signed copy of the Employment letter;
		2. Copy of the job description;
		3. Copy of the applicable Operating Policy;
		4. Void cheque;
		5. Payroll forms;
		6. Any other applicable training and/or access, relevant to their position
	3. No employee shall hold more than one paid position within the MSU concurrently:
		1. Seasonal, (e.g. poll clerks) Commissioner positions and part-time employees who are not able to obtain more than 7 hours per week on a consistent basis through an MSU position are exempt from section 4.3
			1. Consistent shall be defined as 4 consecutive weeks of service operation.
			2. In the event that two or more competitive candidates are available for hiring, preference may be given to candidates that will not be holding concurrent positions in the MSU during their time of service.
		2. Under no circumstances can section 4.3 be waived to encompass more than 2 MSU positions
	4. No SRA member shall hold a part-time manager position supervised by a Board of Directors member;
		1. Exceptions shall be made for Part-Time Managers who have a contract that terminates on April 30, not been rehired for the following year, and been successfully elected to the SRA for the following year:
			1. Part-Time Managers shall not hold seats on the Executive Board until after their contract terminates.
	5. All employees must be able to be bonded;
	6. Only MSU members during the previous academic year shall be eligible for full-time summer positions.

5. General Provisions

* 1. The normal term for employment will be outlined in the employment contracts;
	2. The rate of remuneration for employment shall be as contained in **Operating Policy – Employment Wages,** as approved by the SRA;
	3. Payment of wages is made by direct deposit to the employee’s bank account two (2) weeks in arrears of start date;
	4. All part-time managerial positions supervised by a Board of Directors member shall be responsible to the Executive Board through their supervisor;
	5. Employees shall be responsible for fulfilling any job requirements specified in their job description and any relevant bylaw or operating policy;
	6. Employees shall not receive remuneration during periods of time off due to illness, lay off or closing of the service by the Executive Board (e.g. exam periods and reading week);
	7. Salaried employees will be paid for all statutory holidays when they fall on a normal working day;
	8. Hours of work per week for staff are outlined in the job description;
	9. Employees who will be absent or temporarily unable to fulfill their duties shall notify their respective manager in advance and shall solicit a replacement, if necessary;
	10. Where this policy falls silent, the Employment Standards Act will apply.

6. Disciplinary Procedures

* 1. Disciplinary procedures shall be as outlined in **Operating Policy – Disciplinary Procedures**.