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| . | MemoFrom the office of the…Vice-President (Administration) |
| To: | Members of the Executive Board |
| From: | Graeme Noble, Vice-President (Administration) |
| Subject: | Amend Employment Policy – Employment |
| Date: | March 25, 2021 |

### Introduction

Dear Members of the Executive Board (EB),

When we changed over all the Employment Operating Policies to Employment Policies, I had intended to review each of them to ensure they were retitled and revised appropriately for the new system. Sadly, like many things this year, this goal fell by the wayside with all the other things going on. Regardless, I’ve made many notable changes to the document now entitled **Employment Policy – Employment** to ensure it reflects MSU practices and sounds a little less ridiculous.

### Proposal

Here are the changes from the old policy:

* Title: Now the title for the policy reflects its contents and scope as **Employment Policy – Part-Time Staff**.
* Section 2 – Administration: The language as been made clearer to ensure it refers explicitly to the vocabulary we use within the MSU to describe staff positions and organizational units.
* Section 3 – Hiring Procedure: The hiring procedures used for MSU part-time staff have been updated to reflect our current procedures (incl. two [2] week posting periods). As well, the term Hiring Committee has been defined, as led by the coordinator of said committee (i.e., the Hiring Manager) to allow for a structured process that doesn’t need to be micro-managed by MSU administration.
* Section 4 – Hiring Criteria: The use of language was updated to reflect current position titles in the MSU, as well as a clear reference to **Bylaw 2 – Membership** to identify MSU members in good standing. Minor changes were also added for additional clarity.
* Section 5 – General Provisions: Minor language changes and clarifications were added, while some structure changes better reflect that used in other MSU policies.
* Section 7 – Executive Authority: Parts of previous sections were relocated here to reflect the structure of other MSU policies.

Please let me know if you have any questions or concerns prior to the meeting.

Kind regards,

**Graeme Noble**

Vice-President (Administration) & Chief Administrative Officer

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