



Employment Policy – Part-Time Staff

1. Purpose

- 1.1. To ensure that the employment of Part-Time Staff is conducted in a fair and equitable manner.

2. Administration

- 2.1. Exceptions to this Employment Policy must be approved by the Executive Board (EB) in accordance with **Bylaw 8 – Policy Approval Process**;
- 2.2. Supervisors shall ensure their staff:
 - 2.2.1. Are informed of the contents of this Employment Policy; and
 - 2.2.2. Follow the guidelines written therein.

3. Hiring Procedure

- 3.1. Applications for hired Part-Time Staff positions shall be:
 - 3.1.1. Posted for a minimum of two (2) weeks prior to the interview period;
 - 3.1.2. Collected electronically via the MSU jobs portal; and
 - 3.1.3. Kept on file for a minimum of six (6) months.
- 3.2. All paid positions, including rehires, shall be posted publicly;
 - 3.2.1. A Part-Time Staff staff member can be considered for rehire if:
 - 3.2.1.1. The incumbent's supervisor has completed a performance review;
 - 3.2.1.2. The incumbent's supervisor has recommended the incumbent for rehire; and
 - 3.2.1.3. All applications to the position have been reviewed by the Hiring Committee.
- 3.3. Staff shall be hired according to the following guidelines:
 - 3.3.1. Managerial staff supervised by a Board of Directors member shall instead be hired by other EB members;

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- 3.3.2. Other managerial, hourly, and salaried staff shall be hired by their direct supervisor.
- 3.4. All hired positions shall be reviewed by a Hiring Committee that shall:
 - 3.4.1. Receive hiring training as provided by the Human Resources Generalist & Clubs Support;
 - 3.4.2. Review applications from candidates to identify candidates deserving of an interview;
 - 3.4.3. Interview candidates to identify best fit for the job in question;
 - 3.4.4. Communicate offers to preferred candidates;
 - 3.4.4.1. All Letters of Employment must be corroborated with the Human Resources Generalist & Clubs Support upon acceptance of employment from the incumbent.

4. Hiring Criteria

- 4.1. Only MSU members in good standing shall be eligible for part-time employment with the McMaster Students Union (MSU);
 - 4.1.1. MSU members in good standing shall consist of all non-Honourable Members of the MSU as outlined in **Bylaw 2 – Membership**;
 - 4.1.2. Employment will terminate when the employee no longer qualifies as an MSU member in good standing.
- 4.2. Each employee shall read and/or fill out all required employment forms in conjunction with a Hiring Committee member and/or the Human Resources Generalist & Clubs Support, including, but not limited to, the incumbent's:
 - 4.2.1. Signed copy of the employment letter;
 - 4.2.2. Copy of the Job Description;
 - 4.2.3. Copy of the applicable Operating Policy;
 - 4.2.4. Copy of the applicable Employment Policy;
 - 4.2.5. Void cheque;
 - 4.2.6. Payroll forms; and
 - 4.2.7. Applicable training and/or access relevant to their position.
- 4.3. No employee shall hold more than one paid position within the MSU concurrently;
 - 4.3.1. The following roles are exempt from Section 4.3 of this document:
 - 4.3.1.1. Seasonal positions (e.g. poll clerks); and
 - 4.3.1.2. Part-time employees who are not able to obtain more than seven (7) hours per week on a consistent basis through an MSU position.
 - 4.3.1.2.1. Consistent shall be defined as four (4) consecutive weeks of service operation.

- 4.3.1.3. If two (2) or more competitive candidates are available for hiring, preference may be given to those that will not hold concurrent paid positions in the MSU during their time of service.
- 4.4. No SRA member shall hold a Part-Time Manager position directly supervised by a member of the Board of Directors;
 - 4.4.1. Exceptions shall be made for Part-Time Managers who have:
 - 4.4.1.1. A contract that terminates on April 30 of the year prior to the SRA election in question;
 - 4.4.1.2. Not been rehired for the following year; and
 - 4.4.1.3. Been successfully elected to the SRA for the following year.
 - 4.4.1.3.1. Part-Time Managers shall not hold seats on the EB until after their contract terminates.
- 4.5. All employees must be able to be bonded for insurance purposes;
- 4.6. Only MSU members during the previous academic year shall be eligible for full-time spring and/or summer employment.

5. General Provisions

- 5.1. The normal term for a position's employment shall be outlined in their respective employment contract;
- 5.2. The rate of remuneration for part-time employees shall be as outlined in **Employment Policy – Employment Wages**, as approved by the EB;
 - 5.2.1. Payment of wages is made by direct deposit to the employee's bank account within two (2) weeks of their start date;
 - 5.2.2. Employees shall not receive guaranteed remuneration during periods of time off due to:
 - 5.2.2.1. Personal emergency;
 - 5.2.2.2. Temporary layoff; or
 - 5.2.2.3. Closing of the service by EB or the Board of Directors, including, but not limited to:
 - 5.2.2.3.1. Exam periods;
 - 5.2.2.3.2. Reading weeks; and
 - 5.2.2.3.3. MSU office closures.
 - 5.2.3. Salaried employees shall be paid for all statutory holidays that fall on a working Business Day;

- 5.2.4. Hourly employees shall be paid for all statutory holidays that fall on a working Business Day, provided they work their scheduled shifts for thirty (30) days before and immediately after the statutory holiday.
 - 5.3. All Part-Time Manager positions supervised by a Board of Directors member shall be responsible to EB through their supervisor;
 - 5.4. Employees shall be responsible for fulfilling any job requirements specified in their Job Description and any relevant Bylaw, Operating Policy, or Employment Policy;
 - 5.5. Hours of work per week for salaried staff shall be outlined in their Job Description;
 - 5.5.1. Employees who will be absent or temporarily unable to fulfill their duties shall notify their respective manager at least twenty-four (24) hours in advance;
 - 5.5.1.1. In such instances, employees shall be held responsible for soliciting a replacement, where necessary;
 - 5.5.1.2. Extenuating circumstances shall be dealt with on a case-by-case basis.
6. Disciplinary Procedures
- 6.1. Disciplinary procedures for Part-Time Staff shall be as outlined in **Employment Policy – Disciplinary Procedures**.
7. Executive Authority
- 7.1. Where this policy falls silent or is superceded by the **Employment Standards Act (2000)**, all relevant legislation shall take precedent.