

# Hiring Policy & Procedure

H-01

LONG TITLE	Hiring Policy & Procedure	DATE OF ENACTMENT	24 March 2022
		LAST AMENDED	10 April 2026
REFERENCE No.	H-01	NEXT REVIEW	1 February 2024
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	Human Resources Subcommittee	DELEGATES	President/CEO Governance Manager and/ or Administrative Operations Manager Human Resources

## 1) Objective

- a) To outline the principles and processes through which positions within the Corporation are filled if not otherwise explained or covered in CUSA's governing documents.

## 2) Principle

- a) The Carleton University Students' Association (CUSA) does not discriminate on the basis of sex, gender identity or expression, religion, race, colour, national or ethnic origin, age, disability, sexual orientation or political affiliation. Hiring for all positions within CUSA shall be carried out in a professional and ethical way and based on the merit of each individual applying for the position, cognizant of structural barriers to employment.

## 3) Policy Administration

- a) The CUSA Board may approve the creation, restructuring, or moving of a position across inter-CUSA departments and classifications, but all positions shall fall into one of the following categories or offices;
  - i) Executive (class 1)
    - (1) President/CEO
    - (2) Vice President Finance / Secretary-Treasurer
    - (3) Vice President Internal
    - (4) Vice President Student Life
    - (5) Vice President Student Issues
    - (6) Vice President Community Engagement

- ii) Senior Leadership (class 2)
  - (1) Administrative Operations Manager
  - (2) Governance Manager
  - (3) Finance Manager
  - (4) Director of Communications & Strategic Initiatives
  - (5) Director of Student Development
  - (6) Director of Student Services
- iii) CUPE 3011 Unionized Positions (CUPE 3011)
  - (1) Student Services Manager
  - (2) Communications Coordinator
  - (3) Building Operations Manager
  - (4) Building Operations Assistant Manager & Technical Coordinator
  - (5) Events & Programming Coordinator
  - (6) Student Groups Administrator
  - (7) Graphic Designer
  - (8) Accounts Payable & Payroll Administrator
  - (9) Accounts Receivable
  - (10) Haven Books Manager
  - (11) Haven Cafe Manager
  - (12) Ollie's Manager
  - (13) Ollie's Assistant Manager
  - (14) Unified Support Centre Administrator
  - (15) Rooster's Coffeehouse Manager
  - (16) HR and Finance Assistant
- iv) Executive or Management Adjacent Student Positions (Class 3)
  - (1) Executive Assistant / Recording Secretary
  - (2) Executive Coordinator
  - (3) Research & Advocacy Coordinator
  - (4) Policy Coordinator
  - (5) Business Development Coordinator
  - (6) Speaker of Council
  - (7) Deputy Speaker of Council
  - (8) IT Administrator
- v) CUPE 1281 Unionized Student Positions (CUPE 1281)
  - (1) Haven student employees
  - (2) Ollie's student employees
  - (3) Rooster's student employees

- (4) Carleton Disability Awareness Centre (CDAC) Administrative Coordinator
- (5) CDAC Programming Coordinator
- (6) Gender & Sexuality Resource Centre (GSRC) Administrative Coordinator
- (7) GSRC Programming Coordinator
- (8) Director of Hatch
- (9) Mawandoseg Centre Student Leader
- (10) Racialized & International Student Experience (RISE) Administrative Coordinator
- (11) RISE Programming Coordinator
- (12) Wellness Centre Administrative Coordinator
- (13) Wellness Centre Programming Coordinator
- (14) The Womxn's Centre Administrative Coordinator
- (15) The Womxn's Centre Programming Coordinator
- (16) Front Desk student employees
- (17) Social Media Coordinator
- vi) Full-time, short-term, contracted positions & consultants (Class 4)
  - (1) Business Advisor
  - (2) Chief Returning Officer
  - (3) Governance Consultant
  - (4) Charitable Initiatives Manager
  - (5) Other Ad-Hoc Consultants
- b) All positions will be advertised externally through the CUSA webpage and other CUSA locations for at least 14 days prior to a set deadline.
  - i) Class 4, CUPE 3011, and CUPE 1281 positions may be exempt from this process due to clauses within Collective Bargaining Agreements (CBAs) or where a hiring process is otherwise outlined below.
- c) Where appropriate, Class 1, Class 3, and CUPE 1281 positions will be advertised through the Carleton myCareer webpage, RRRRA webpage, and The Charlatan.
- d) Where appropriate, Class 2, CUPE 3011, and Class 4 positions will be advertised through LinkedIn, Indeed, CharityVillage, CACUSS, COCA, or other relevant professional associations
- e) Postings for CUSA jobs shall include the following:
  - i) Name of position
  - ii) Reporting relationships

- iii) Duties and responsibilities
  - iv) Required and desired qualifications
  - v) Compensation
  - vi) Union status; and
  - vii) Any other criteria determined by the direct supervisor, area supervisor, or Director of Human Resources
- f) The following phrases shall be included on each job posting:
- i) "CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people."
  - ii) "We thank all candidates for their interest, however, only those selected for an interview will be contacted."
- g) Hiring panels may decide to invite Resource Members by majority vote, but an effort will be made to reach consensus on inviting Resources Members to hiring panels.

#### **4) Class 1 Hiring**

- a) The President/CEO is elected by students-at-large in results compiled by the Chief Returning Officer in line with the Elections Policy and ratified by CUSA Council
- b) The Vice President Finance / Secretary-Treasurer is selected in accordance with the Vice President Finance / Secretary-Treasurer Nominating Committee and settled by CUSA Council
- c) The Vice Presidents Internal, Student Life, Student Issues, and Community Engagement are elected by CUSA Council in line with the Vice Presidential Elections Policy

#### **5) Class 2 Hiring**

- a) Director of Operations
  - i) The Hiring panel for the Director of Operations shall consist of
    - (1) Chair of the CUSA Board
    - (2) President/CEO
    - (3) Director of Human Resources
    - (4) Vice President Internal or Vice President Finance / Secretary-Treasurer
- b) Finance Manager
  - i) The Hiring panel for the Finance Manager shall consist of
    - (1) Administrative Operations Manager or designate

- (2) President/CEO
- (3) Vice President Internal or Vice President Finance / Secretary-Treasurer
- (4) Chair of the CUSA Board
- (5) One CUSA Board member, if willing
- c) Director of Communications & Strategic Initiatives
  - i) The Hiring panel for the Director of Communications & Strategic Initiatives shall consist of
    - (1) Governance Manager or designate
    - (2) President/CEO
    - (3) Director of Finance & Administration or delegate
    - (4) Vice President of Community Engagement or delegate
    - (5) One CUSA Board member, if willing
- d) Director of Student Development
  - i) The Hiring panel for the Director of Student Development shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) President/CEO
    - (3) Director of Finance & Administration or delegate
    - (4) Vice President Student Issues or delegate
    - (5) One CUSA Board member, if willing
- e) Director of Student Services
  - i) The Hiring panel for the Director of Student Services shall consist of
    - (1) Governance Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Vice President Community Engagement or delegate
    - (4) President/CEO or delegate

## **6) CUPE 3011 Hiring**

- a) Student Services Manager
  - i) The Hiring panel for the Student Services Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Vice President Community Engagement or delegate
    - (4) President/CEO or delegate
- b) Communications Coordinator
  - i) The Hiring panel for the Communications Coordinator shall consist of
    - (1) Governance Manager or designate
    - (2) Director of Finance & Administration or delegate

- (3) Director of Communications & Strategic Initiatives
  - (4) President/CEO or delegate
- c) Building Operations Manager
  - i) The Hiring panel for the Building Operations Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO or delegate
- d) Building Operations Assistant Manager & Technical Coordinator
  - i) The Hiring panel for the Building Operations Assistant Manager & Technical Coordinator shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO or delegate
- e) Events & Programming Coordinator
  - i) The Hiring panel for the Events & Programming Coordinator shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Director of Student Development
    - (4) Vice President Student Life or delegate
- f) Student Groups Administrator
  - i) The Hiring panel for the Student Groups Administrator shall consist of
    - (1) Governance Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Director of Student Development
    - (4) Vice President Internal or delegate
- g) Graphic Designer
  - i) The Hiring panel for the Graphic Designer shall consist of
    - (1) Governance Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Director of Communications & Strategic Initiatives
    - (4) President/CEO or delegate
- h) Accounts Payable & Payroll Administrator
  - i) The Hiring panel for the Accounts Payable & Payroll Administrator shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate

- (3) Vice President Finance / Secretary-Treasurer or delegate
- i) Accounts Receivable
  - i) The Hiring panel for the Accounts Receivable position shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) Vice President Finance / Secretary-Treasurer or delegate
- j) Ollie's Manager
  - i) The Hiring panel for the Ollie's Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO
- k) Ollie's Assistant Manager
  - i) The Hiring panel for the Ollie's Assistant Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO or delegate
    - (4) Ollie's Manager
- l) Unified Support Centre Administrator
  - i) The Hiring panel for the Unified Support Centre Administrator shall consist of
    - (1) Governance Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO
- m) Rooster's Coffeehouse Manager
  - i) The Hiring panel for the Rooster's Coffeehouse Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO
- n) Rooster's Coffeehouse Assistant Manager
  - i) The Hiring panel for the Rooster's Coffeehouse Assistant Manager shall consist of
    - (1) Administrative Operations Manager or designate
    - (2) Director of Finance & Administration or delegate
    - (3) President/CEO or delegate
    - (4) Rooster's Coffeehouse Manager
- o) HR and Finance Assistant
  - i) The Hiring panel for the HR and Finance Assistant shall consist of

- (1) Director of Finance and Administration
- (2) 1 other finance staff as designated by the Director of Finance and Administration
- (3) President/CEO or Vice President Finance / Secretary Treasurer
- (4) 1 other Senior Staff member as designated by the Director of Finance and Administration

### **Class 3 Hiring**

- a) Executive Assistant / Recording Secretary
  - i) The Hiring panel for the Executive Assistant shall consist of
    - (1) Chair of the CUSA Board
    - (2) President/CEO
    - (3) Executive Director or designate
    - (4) Director of Finance & Administration or delegate
    - (5) Director of Student Development
- b) Executive Coordinator
  - i) The Hiring panel for the Executive Coordinator shall consist of
    - (1) President/CEO
    - (2) Vice President Internal
    - (3) Director of Finance & Administration or delegate
- c) Research & Advocacy Coordinator
  - i) The Hiring panel for the Research & Advocacy Coordinator shall consist of
    - (1) Director of Finance & Administration or delegate
    - (2) Vice President Student Issues or delegate
    - (3) Vice President Community Engagement or delegate
    - (4) Director of Student Development
- d) Policy Coordinator
  - i) The Hiring panel for the Policy Coordinator shall consist of
    - (1) Director of Finance & Administration or delegate
    - (2) Chair of the Board
    - (3) Speaker of Council
    - (4) President/CEO
    - (5) Director of Student Development
- e) Business Development Coordinator
  - i) The Hiring panel for the Business Development Coordinator shall consist of

- (1) Director of Finance & Administration or delegate
- (2) Vice President Finance / Secretary-Treasurer or delegate
- (3) Director of Finance
- f) Speaker of Council
  - i) The Hiring panel for the Speaker of Council shall consist of
    - (1) Two (2) CUSA Councilors appointed by CUSA Council at the Annual General Meeting
    - (2) Director of Student Development
- g) Deputy Speaker of Council
  - i) The Hiring panel for the Deputy Speaker of Council shall consist of
    - (1) The same two (2) CUSA Councilors appointed by CUSA Council at the Annual General Meeting to hire the Speaker of Council
    - (2) Director of Student Development
- h) Clerk to Council
  - i) The Hiring Panel for the Clerk to Council Shall consist of
    - (1) the same two CUSA Councilors appointed at the Annual General Meeting to hire the Speaker
    - (2) Vice President Internal (non-voting, but votes in the case of a tie)
    - (3) The Director of Student Development

## **7) CUPE 1281**

- a) Haven student employees
  - i) The hiring of Haven student employees shall be the responsibility of the Haven Books and Have Cafe Managers
- b) Ollie's student employees
  - i) The hiring of Ollie's student employees shall be the responsibility of the Ollie's Manager
- c) Rooster's student employees
  - i) The hiring of Rooster's student employees shall be the responsibility of the Rooster's Manager
- d) Carleton Disability Awareness Centre (CDAC) Administrative Coordinator
  - i) The hiring panel for the CDAC Administrative Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Administrative Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive

- e) CDAC Programming Coordinator
  - i) The hiring panel for the CDAC Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- f) Gender & Sexuality Resource Centre (GSRC) Administrative Coordinator
  - i) The hiring panel for the GSRC Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing GSRC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- g) GSRC Programming Coordinator
  - i) The hiring panel for the GSRC Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing GSRC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- h) Director of Hatch
  - i) The hiring panel for the Director of Hatch Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing Director of Hatch, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- i) Mawandoseg Centre Student Leader
  - i) The hiring panel for the Mawandoseg Centre Student Leader shall consist of
    - (1) Student Services Manager
    - (2) Outgoing Mawandoseg Centre Student Leader, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- j) Racialized & International Student Experience (RISE) Administrative Coordinator
  - i) The hiring panel for the RISE Administrative Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing RISE Administrative Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- k) RISE Programming Coordinator
  - i) The hiring panel for the RISE Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing RISE Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive

- l) Wellness Centre Administrative Coordinator
  - i) The hiring panel for the Wellness Centre Administrative Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing Wellness Centre Administrative Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- m) Wellness Centre Programming Coordinator
  - i) The hiring panel for the Wellness Centre Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- n) The Womxn's Centre Administrative Coordinator
  - i) The hiring panel for the Womxn's Centre Administrative Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- o) The Womxn's Centre Programming Coordinator
  - i) The hiring panel for the Womxn's Centre Programming Coordinator shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- p) Front Desk Student Employees
  - i) The hiring panel for the Front Desk Student Employees shall consist of
    - (1) Student Services Manager
    - (2) Outgoing CDAC Programming Coordinator, where possible
    - (3) One (1) CUSA Executive appointed by the Executive
- q) Social Media Coordinator
  - i) The hiring panel for the Social Media Coordinator shall consist of
    - (1) Director of Communications & Strategic Initiatives
    - (2) Director of Finance & Administration or designate
    - (3) One (1) CUSA Executive appointed by the Executive
- r) IT Administrator
  - i) The Hiring panel for the IT Administrator shall consist of

- (1) Executive Director or Designate
- (2) Director of Student Services or designate
- (3) Director of Communications and Strategy or designate
- (4) 1 Executive Member (President/CEO or VP)

**8) Full-time, short-term, contracted positions & consultants**

- a) Charitable Initiatives Manager
  - i) The Hiring Panel for the Charitable Initiatives Managers shall consist of
    - 1) President/CEO or designate
    - 2) Executive Director or designate
    - 3) The Director of Student Services
    - 4) Manager of Human Resources

**Previous amendments:**

May 6th, 2023

Motion to Amend the Hiring Policy & Procedure to Include the Creation of a Manager of Charitable Initiatives (B-137)

**WHEREAS** the position of a full-time Manager of Charitable Initiatives has been approved on a trial basis after consultation with CUPE 3011 leadership,

**Be it resolved** that Section 3 subsection a) vi) of the Hiring Policy & Procedure read as follows:

- vi) Full-time, short-term, contract positions & consultants (Class 4)
  - (1) Business Advisor
  - (2) Chief Returning Officer
  - (3) Governance Consultant

- (4) Charitable Initiatives Manager
- (5) Other Ad-Hoc Consultants

**Be it further resolved** Section 8 of the Hiring Policy & Procedure read as follows:

8) Full-time, short-term, contracted positions & consultants

a) Charitable Initiatives Manager

i) The Hiring Panel for the Charitable Initiatives Managers shall consist of

- (1) President/CEO or designate
- (2) Executive Director or designate
- (3) The Director of Student Services
- (4) Manager of Human Resources

Moved: President Faris

Second: Director Alary

Carried unanimously

March 31, 2022

Motion to amend the Hiring Policy & Procedure

**Whereas** the Social Media Coordinator Role is being created

**Be it resolved that** Social Media Coordinator be added to CUSA 1281 Roles

**Be it also resolved that** the hiring panel for the Social Media Coordinator will be:

q) Social Media Coordinator

ii) The hiring panel for the Social Media Coordinator shall consist of

- (1) Director of Communications & Strategic Initiatives
- (2) Director of Human Resources or designate
- (3) One (1) CUSA Executive appointed by the Executive

Motion adopted with 3 yeas, 0 nays.

May 16, 2022

10.2 Amendment from Vice President Internal Caratao

Motion to amend the Hiring Policy

**Be it resolved that** Section 3 subsection h) of the Hiring Policy & Procedure read as follows:

h) Clerk to Council

- i) The Hiring Panel for the Clerk to Council Shall consist of
  - (1) the same two CUSA Councillors appointed at the Annual General Meeting to hire the Speaker
  - (2) Vice President Internal (non-voting, but votes in the case of a tie)
  - (3) The Director of Student Development

Motion passes unanimously.

April 1, 2022

Motion to amend the Hiring Policy & Procedure

**Whereas** the Director of Student Services Role is being created

**Be it resolved that** the Director of Student Services be added to Class 2 level of Employees,

**Be it also resolved that** the CUPE 3011 position will remain vacant for a period of 12 months pursuant to Section 12.05 of the Collective Agreement

**Be it further resolved that** the Hiring panel for the Director of Student Services shall consist of

f) Director of Student Services

- i) The Hiring panel for the Director of Student Services shall consist of
  - (5) Executive Director
  - (6) Director of Human Resources or delegate
  - (7) Vice President Community Engagement or delegate
  - (8) President/CEO or delegate

Motion adopted with 3 yeas, 0 nays.

August 9th, 2022

**Motion to Amend the Hiring Policy & Procedure (B-52)**

**WHEREAS** the HR and Finance Assistant position has been created

**BE IT RESOLVED** that the HR and Finance Assistant positions be added to CUPE 3011 level of Employees,

**BE IT ALSO RESOLVED** that the Hiring panel for the HR and Finance Assistant position shall consist of

q) The Hiring panel for the HR and Finance Assistant shall consist of

- (1) Director of Finance and Administration
- (2) 1 other finance staff as designated by the Director of Finance and

Administration

- (3) President/CEO or Vice President Finance / Secretary Treasurer
- (4) 1 other Senior Staff member as designated by the Director of Finance and Administration

**BE IT FURTHER RESOLVED** that all applicable clerical edits be made through out the policy where applicable

**BE IT FURTHER RESOLVED** that any references to the Director of Human Resources and Director of Finance be amended to “Director of Finance and Administration”

**BE IT FURTHER RESOLVED** that sections 5(b) and 5(c) be removed from the policy, and replaced with

- (b) The Hiring panel for the Director of Finance and Administration shall consist of
- (1) Executive Director
  - (2) President/CEO
  - (3) Vice President Internal or Vice President Finance/Secretary Treasurer
  - (4) Chair of the CUSA Board
  - (5) One CUSA Board member, if willing

Be it further resolved that all references to the Executive Director in hiring panel membership be amended to “Executive Director or designate” for the following employee categories:

- Class 1
- CUPE 3011
- Class 3

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

Motion passes unanimously

August 9th, 2022

**Motion to Amend the Hiring Policy and Procedure (B-53)**

**WHEREAS** the IT Administrator position has been created

**BE IT RESOLVED** that the IT Administrator position be added to Class 3 level of Employees,

**BE IT FURTHER RESOLVED** that the following sections be inserted into section 7 of the Hiring Policy and Procedure:

h) IT Administrator

i) The Hiring panel for the IT Administrator shall consist of

- (1) Executive Director or Designate
- (2) Director of Student Services or designate
- (3) Director of Communications and Strategy or designate
- (4) 1 Executive Member (President/CEO or VP)

Moved: President Stoikos-Lettieri

Seconded: Chair Simms

Motion passes unanimously