

4.0 HIRING POLICIES AND PROCEDURES

BCED: Hiring Employees

Vacancies will be filled and chosen by either the employer or designate. Notice of job vacancies will be circulated within the organization for a minimum of # days. If a suitable candidate is not available within the organization, a new employee is hired in accordance with the following process:

- A) All job openings will be publicly advertised except when authorized otherwise by the employer.
- B) employer and/or designate is the body authorized to hire employees and will undertake the hiring process.
- C) The employer and/or designate may include or, appoint the appropriate staff to participate in the selection process.
- D) All applicants will be screened and interviewed. The selection process will identify qualified applicants on the basis of demonstrated merit and ability, as ascertained through an unbiased, fair and practical method.

4.1 Job Descriptions

- A) All employee job descriptions will be developed by the employer and/or designate, and where needed, recommended by appropriate management and/or supervisor.
- B) Employee job descriptions will be approved by the employer.
- C) The employer will make available, a copy of job descriptions for each employee.
- D) All employees will carry out their duties and responsibilities according to the job description(s) for the positions they occupy.

4.2 Statement of Duties

The employer will supply all candidates applying for vacant positions with a statement containing the duties and responsibilities assigned to the position he or she is applying to occupy. The job description(s) will also include:

- A) Rate of pay
- B) Expected hours of work
- C) Expected days of work

4.3 Special Assignments

Each employee is hired for a certain position; however, he or she may be expected to perform special assignments from time to time as directed by the employer.

4.4 ABC Company General Meeting Attendance

Staff employed by ABC Company are expected to attend ___ general meetings unless prior exemption, with reasons given, is received from a qualified medical practitioner.

4.5 Reporting Relationships

Each employee will be apprised of their immediate supervisor and is expected to follow the reporting relationships as approved by the employer.

4.6 Probation

- A) All new employees will have a probationary period. The probationary period will not exceed three months, except in the case of management employees where it will not exceed six months, in which time the employer and/or designate will decide whether or not to confirm employment
- B) During this period, the employee will be given an introduction and an orientation to the organization, and will have the opportunity to demonstrate the proper workplace attitudes and expected abilities for the position he or she hopes to occupy.
- C) Prior to end of the probation, a review will be made of the employee's work performance by the appropriate supervisor and a written report will be submitted to the employer or designate. This report will constitute the first performance evaluation and will be placed in the employee's personnel record file.
- D) An employee or the employer may, at anytime during the probation period, sever the employment relationship.
- E) Employment will be confirmed by the employer/designate in a letter to the employee along with the job description and terms of employment. One copy will be signed by the employee, returned to the employer, and placed in the employee's personnel record file, the other will be retained by the employee.

4.7 Performance Appraisals

When a formal employee performance review and appraisal is conducted, the employee shall have the right to review the results of the appraisal. The employee shall also have the right to note his or her agreement or disagreement with the appraisal and to have such notation attached to the copy of the appraisal placed in the employee's personal record file.

5.0 HOURS OF WORK/PAY SCHEDULES

[BCED: Standard Work Hours and Overtime](#)