

## Personnel Administration

*Purpose:*

To ensure proper coordination of employees.

*Policy:*

- Primary responsibility for personnel administration shall rest with the Executive Director of the Students' Association.
- The ED shall maintain information on all part-time and hourly employees of the Students' Association within a locked file.
- All positions within the Students' Association shall be governed by a job specification, which shall be subject to the approval of the Executive Committee. The ED shall maintain copies of all job specifications.
- As soon as possible after a successful applicant is notified, the ED shall meet with the new employee to develop a contract to be signed by both parties and to review job specifications. Copies of all contracts shall be maintained by the ED.
- A successful job applicant shall not be considered an employee of the Students' Association until they have signed a contract developed by the ED.
- A successful job applicant shall not be given access to any area of the Students' Association related to their position until they have signed their contract.
- A successful job applicant shall not be added to the Students' Association payroll until they have signed their contract.
- Should a successful job applicant fail to sign the contract offered to them by the Students' Association on or before their start date, the applicant shall be deemed to have declined the offered position which will then be subject to an immediate re-posting.
- Payroll functions for hourly and part-time employees shall be the responsibility of the ED.
- As soon as possible after a new employee is hired the supervisor, if one exists, shall ensure that the employee fills out the appropriate forms, and shall forward all relevant employment information to the ED.
- The ED and President shall be responsible for maintaining the organizational chart of the Students' Association and for updating it when changes are made.
- Applications will be received by the ED and assembled for the Hiring Committee.