

Staff Hiring Policy

Policies and Procedures
2021



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Nordiq Alberta Staff Hiring Policy

Additional staff may be hired as needed and as allowed for in the budget (taking full advantage of possible summer student employment grants) to help the Senior Staff person in his duties.
(Feb 2021)

PROCEDURE:

The decision to hire additional staff must be approved by the Board of Directors.

Any positions must be properly advertised.

RECRUITMENT AND SELECTION:

After the deadline for applications, the Senior Staff Person, the Chair, and Vice Chair must review applications and interview successful applicants. If necessary, a Human Resources consultant may also assist be part of the process.

TERMS AND CONDITIONS OF EMPLOYMENT:

The terms and conditions of employment will vary for each position, but these conditions must be clearly outlined in the offer of employment, which must be signed by the new employee.

ORIENTATION AND TRAINING:

The new staff person will have an orientation by the Senior Staff Person, which includes the use of the Percy Page Centre's available resources (photocopier, mailroom, etc.) as well as the use of the Database and anything else relevant to the performance of their duties.

TIMESHEETS:

Each employee will keep accurate records of where their time was spent and hours worked prior to receiving their pay cheque.

EMPLOYMENT BENEFITS:

Employment benefits will be outlined in the offer of employment.

PERFORMANCE EVALUATION:

A semi-annual and annual review of all employees will occur at the fiscal year end. Contract negotiation and benefits will be considered at that time. The Senior Staff person will be responsible for monitoring and evaluating any staff members.

RESIGNATION AND TERMINATION:

The employee must give 2 weeks notice before resigning. The employee must be given adequate notice prior to termination of their employment (per AB Labour Standards).