

## **Centre for Christian Studies Contract Staff Hiring Process**

### **Purpose:**

From time to time, staff need assistance with certain segments of work (such as Leadership Development Module, library management, external marker/grader, administrative or financial tasks). As well other segments of work are routinely contracted out.

### **Policy:**

CCS will from time to time hire people on short term contracts for specific pieces of work outlined in a job description. All contracts shall be written and signed and shall include terms of the contract.

### **Protocol:**

1. A variety of types of work are needed to be done by contract staff.
  - a. Routine contracts for services for the physical plant such as (but not limited to) snow clearing, computer servicing, and other maintenance matters will be arranged by the Principal and the Property Working Group.
  - b. Program Staff, Committees or the Principal may request specific work to be done through a contract employee. The Central Council will determine whether a contract position will be offered.
2. Job description is developed/reviewed, salary and benefit package determined by representatives of the staff and Human Resources Committee (HRC), and approved by Central Council, as appropriate. A decision is made regarding who needs to be involved with the search process, and in what way (for example, staff hire contract and inform HRC, joint interview team, etc.)
3. For recurrent contracts, positions will normally be advertised widely in an appropriate forum; and contracts may be renewed once without advertising.

### **Process for joint staff/HRC processes**

If it is determined that the HRC is to be involved in the hiring of a contract employee the Interview Team is formed by representatives of the staff and Human Resources Committee as appropriate

### **The Interview Team**

- reviews process for hiring and determines which steps are appropriate
- determines budget for the search and interviews and consults with Treasurer as appropriate
- prepares advertising and information for applicants
- determines a process for interviews (dates, in person, telephone, checking references before or after interview, etc.)
- consults with administrative staff about process for receiving and responding to applications
- circulates advertising in an appropriate forum
- reviews applications and develops a short list of candidates. The number of candidates short-listed will depend on the number of resumes received and caliber of resumes

- retains notes on all decisions made regarding interviewing or rejecting applications in the event that questions of ethical practice are asked
- arranges for interviews of short listed candidates, including booking space as necessary
- shares the resumes of the short listed candidates with appropriate staff for feedback
- checks references of people interviewed (before and/or after the interviews)
- interviews applicants from the short list
- decides on the candidate, informs the candidate of the decision, including that the offer is contingent on the receipt and acceptance of and agreement with the CCS Harassment Policy (when appropriate to the position) and confirms the details of the contract with the candidate (salary, benefits, etc.)

The details which need to be discussed and negotiated with the candidate include:

- job responsibilities
- salary
- probationary period
- benefits (health, pension, life insurance, etc)
- vacation time vs. pay
- accountability
- terms for termination of contract
- seeks ratification of the selected candidate from Human Resources Committee and Central Council, if appropriate
- notifies all applicants not chosen
- determines who will announce the hiring, who needs to be informed and arranges for that to happen
- determines who will prepare the written contract and works with administrative staff to produce contract

### **Documentation**

documentation from the search, including the resumes of all rejected candidates will be retained in a sealed envelop by the CCS Human Resources files for a period of 3 years, with the appropriate identifying information on the envelope and a date for being destroyed  
-places the resume of the successful candidate in their personnel file

### **Evaluation of a Contract Position:**

Human Resources Committee receives a report from the appropriate staff person. A representative from the Human Resources Committee will conduct an exit interview with the contract staff person for use in future planning.