

Hiring Permanent Staff

Purpose:

To secure employees who will meet the needs of CCS

Policy:

Central Council shall determine vacancies in permanent staff positions and seek to fill them through a search process managed by the Human Resources Committee. Search Committees will recommend appointments to Central Council or its Executive for approval.

Procedures for Hiring Permanent Staff

Determination of Vacancy

Central Council will determine any vacancies in the permanent staff, and

- approve a job description
- determine a start date
- establish a budget for the Search (this may happen in a consultative manner with the Search Committee once it is established)
- ensure adequate budget for the employment period
- establish the anticipated terms of employment: salary, benefits, moving costs, probationary period, termination process and so on, unless otherwise stated, the terms of employment in the Personnel Policies will apply
- determine if Central Council or its Executive will approve the candidate at the conclusion of the Search
- ensure the members of the Search Committee are thanked when their work is complete

The Search Process

Once the vacancy has been declared by the Central Council they will direct the Human Resources Committee (HRC) to set up a Search Committee.

The HRC shall

- appoint one of its members to the Search Committee, who shall call the first meeting of the Search Committee and provide this document to the members of the Search Committee
- ensure other Search Committee members are recruited, in consultation with Central Council and Committees, as appropriate

Composition of Search Committee

Normally, the Search Committee for Program Staff will include

- a staff representative, chosen by staff
- a student representative, chosen by the HRC
- a member of the HRC
- a member of the Program committee or Central Council, HRC determines which body will be represented and the Committee/Council chooses a representative
- other members if deemed appropriate

Normally, the Search Committee for the Principal will include

- a staff representative, chosen by staff
- a student representative, chosen by the HRC
- a member of the HRC
- a member of the Central Council, chosen by Central Council
- other members, including broader community representatives if deemed appropriate, as determined by HRC

Normally, the Search Committee for Administrative or Development/Communication staff will include

- the Principal
- a member of the HRC
- a member of a committee or Central Council appropriate to the nature of the position being filled
- other members if deemed appropriate

Search Committee Responsibilities

1. review process for hiring and determines which steps are appropriate
2. determine budget for the search and interviews and consult with Treasurer as appropriate
3. prepare advertising and information for applicants
4. circulates advertising in an appropriate forum
5. determine if nominations or pro-active candidate search is required and develop a plan for this if necessary
6. determine the time line for the overall process
7. decide on Search Committee functioning (consensus, chair, secretary, note taking, meetings)
8. determine confidentiality expectations
9. determine a process for interviews
 - dates for interviews (may be included in advertising)
 - arrange for space for interviews and/or phone lines
 - interview style: in person, telephone, etc., checking references before or after interview, develop set of questions for interview, etc.)
10. determine if the resumes of short listed candidates will be shared with staff, if interviewed candidates will meet staff, participate in any public forum, etc. (normally, staff would meet interviewed candidates for feedback to Search Committee re: could you work with this person?)
11. share dates with staff for their meeting with interviewed candidates
12. consult with administrative staff about process for receiving and responding to applications (for example, will receipt of applications be acknowledged)
13. review applications and develop a short list of candidates (the number of candidates short-listed will depend on the number of resumes received and caliber of resumes)
14. prepare and send letter to send to any applicants who will not be considered further
15. retain notes on all decisions made regarding interviewing or rejecting applications in the event that questions of ethical practice are asked

16. arrange for interviews of candidates, including booking travel and accommodation as necessary
17. check references of people interviewed (before and/or after the interviews)
18. interview candidates
19. decide on the candidate, inform the chosen candidate of the decision
20. including that the offer is contingent on
 - approval of the Central Council
 - acceptance of and agreement with the CCS Harassment Policy
21. for Program Staff/Principal the expectations of the General Council of the UCC must be met, including, consultation prior to short listing and sharing name of chosen candidate for acknowledgement; the name of the chosen candidate should be shared with the Primate for acknowledgement
22. if the chosen candidate is a member of the order of ministry of the ACC or the UCC, consultation with the appropriate Bishop or Presbytery is required
23. contact Central Council or its Executive regarding the name of the candidate for approval
24. confirm the details of the contract with the candidate (salary, benefits, etc.)
25. inform other interviewed applicants of results and prepare and send letter to any other applicants
26. ensure all candidates are reimbursed for incurred expenses
27. determine who will announce the hiring, who needs to be informed and arranges for that to happen
28. determine who will prepare the written contract and works with administrative staff to produce contract
29. ensure the resume of the successful candidate is placed in their personnel file
30. review the Search process and make edits to this document that would be helpful, share evaluation and recommendations with HRC