

STAFF RECRUITMENT AND SELECTION POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Staff: Recruitment and Selection Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
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Previous Versions	Date initially approved: 3/8/2000 Date of last revision: 10/24/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg’s staffing policy shall provide for employees the equality of opportunity regardless of race, colour, sex, age, religion, national origin, physical or mental disability, and shall not show partiality or grant any special favours to any employee or group of employees in violation of applicable law.

2.0 Definitions

- “staff” Staff is defined as all paid employees of the Kenjgewin Teg regardless of employment status i.e. part-time, full-time, contractual. seasonal, etc.

- “contractual staff” Contractual staff is defined as individuals who are hired to provide a service for a specific job within a specified time frame.

- “casual/occasional staff” A casual or occasional employee is a person who may be contracted to perform a specific duty or function for a specific time period. This person is employed on an as need basis.

- “full-time staff” full-time staff is defined as an individual(s) who is/are paid for 37.5 hours per week. Full-time status can apply to temporary, casual, contractual, and seasonal employees.

“part-time staff”	part-time staff is defined as an individual(s) who works twenty hours or less a week. Part-time status can also refer to permanent employees or contractual employees.
“part-time staff”	part-time staff is a staff member/position that works twenty hours a week and is lasting indefinitely.
“temporary staff”	temporary staff is not a permanent staff member. This staff member is contracted to carry-out specific duties for a specific position for a specified time period. Temporary can refer to contractual, full-time, casual, or seasonal employees.
“hiring committee”	Hiring Committee refers to individuals appointed to review, interview and make recommendation on the selection of new staff members and will be comprised of at least two internal senior team positions or management level positions. The Director of Human Resources or designate will act as a technical resource to the Hiring Committee.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective of the Staff Recruitment and Selection policy is the recruitment and selection of the most suitable candidate for job vacancies within the Kenjgewin Teg in a consistent way.

4.2 Further, that Anishinabek people are encouraged to apply for available positions at Kenjgewin Teg. All staff members are encouraged to develop their professional skills and seek promotions to work at levels to commensurate with their skills and abilities.

New Positions

4.3 In accordance with an approved budget, the President may create new positions.

Vacancies and New Positions

4.4 Vacancies will be advertised through various platforms. Employment opportunity postings will include the following: job title; description of duties; job classification and salary grade band range;

minimum education and experience required; a listing of the knowledge, skills and personal suitability requirements; any other necessary information about the job; a closing date; and where to apply.

Hiring Committee

4.5 All applications will be reviewed and screened by a Hiring Committee comprised of at least two senior team positions or management level positions. The Director of Human Resources or designate will participate as a technical resource to the Hiring Committee.

4.6 For Executive and Strategic Leadership level positions, the Hiring Committee will comprise of at least one senior team member, the President or designate, and one member of the Board of Directors. The Director of Human Resources or designate will participate as a technical resource to the Hiring Committee.

4.7 Hiring Committee members shall declare a conflict and not participate in the selection for positions when it has been established that they may be related to an applicant or when their judgment may be unfairly influenced.

4.8 Those applicants that are not selected for an interview will receive a courtesy letter thanking them for applying and notifying them of the disposition of their resume.

4.9 A Hiring Committee will follow a standardized format will interview those candidates selected. All applicants will be notified of the results of the interview by letter either through a hard copy version or electronic version as soon as possible after the Hiring Committee has made its decision.

4.10 If, in the opinion of the Hiring Committee, candidates for a position are insufficient in qualification or the lack of sufficient number of candidates, the Hiring Committee may direct the President or designate to reopen the competition for the position.

4.11 The Director of Human Resources will include an update of new employees in his/her quarterly report to the President. For Executive and Strategic Leadership level positions, the Director of Human Resources, via the President, will prepare a briefing with proposed motions for Board approval at its next regular meeting. In some instances, the Director of Human Resources, via the President, will request approval through the Executive Committee of the Board.

Casual/Part-Time Positions

4.12 The hiring procedures may, on occasion, be bypassed at the discretion of the President in the case of part-time or occasional employees.

4.13 Temporary full time (for a term less than 1 year) positions can be implemented at the discretion of the President.

Appeal

4.14 If the unsuccessful candidate feels that he/she was treated unfairly the selection process, he/she may appeal in writing to the President within thirty days of their selection interview. In cases where existing policies are insufficient to resolve the appeal, the Labour Code shall be consulted.

Special Assignment

4.15 Although employees are hired for specific job positions with specific duties, they shall be expected to perform special assignments from time to time as instructed by the President or their immediate supervisor.

Reassignment of Personnel

4.16 The President and the Board of Directors may direct the reassignment of personnel to alternate job positions as follows;

- a) If, in the opinion of the President, and subject to confirmation by the Board of Directors, such a reassignment shall put to better use the abilities of the employee.
- b) If, in the opinion of the Board, such a reassignment of the individual is in the best interest of the Organization.
- c) Personnel will be evaluated after a three-month period.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 Kenjgewin Teg's Corporate Services unit will determine, collect and report annually any key statistical data of staffing on an aggregate basis only (non-identifiable) for appropriate internal or public reporting required.

5.4 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director's policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	N/A
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P2.0 Staffing</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	