

# TEMPORARY STAFF HIRING POLICY

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OPIRG McMaster's objectives are to

1. Engage in charitable non-profit research and activities to advance the welfare of the University and general community;
2. To execute, sponsor and publish educational studies and programs to advance the welfare of the University and general community;
3. To facilitate and encourage students to develop their research and advocacy skills in order to become active and informed citizens;
4. To make diverse view points available to the University and general community.

This policy lays out the process by OPIRG McMaster shall hire candidates for all Student Employees, unless otherwise specified by another OPIRG McMaster policy. From time to time, usually in the summer months, OPIRG McMaster may hire Temporary Staff Employees for various research or other project-based work within the OPIRG network. Normally, applications for Temporary Employment will come through the applicant's identification and/or promotion of a project and subject to a standard application process. This hiring process will begin with the call for submissions on the OPIRG McMaster Website. **Calls for submission will always include a closing date by which all submissions must be received, and any submissions received after that date shall not be considered.**

Submissions for Temporary Staff Employment must include a Project Description. Through Project Descriptions may come in varying forms, they must include the following information, without exception:

- 1) Current contact information (including McMaster student number) and applicant resume or C.V.
- 2) Applicant's previous affiliation with OPIRG McMaster Network, if any.
- 3) The project name.
- 4) The project's mission statement or objectives.
- 5) A one to two page overview of the project and its relation to OPIRG McMaster's objectives as stated above.
- 6) A detailed project/work schedule, including the estimated number of hours, proposed start and completion dates, and any existing scheduling conflicts.
- 6) At least two references.

7) Documentation showing that the applicant is eligible for, and has begun the process of applying for any relevant grants or employee subsidy programs.

8) If a proposed project requires the OPIRG Charitable number, the applicant must have consulted with OPIRG Staff about that possibility and received approval from the OPIRG McMaster Board of Directors.

As well, if the Call for Submissions was for a Summer Student Intern position, at a minimum, the applicant and their project must be eligible for the Canada Summer Jobs program funding and applicants should read the applicant guide at [http://www1.servicecanada.gc.ca/eng/epb/yi/yep/programs/csj\\_applicantguide.shtml](http://www1.servicecanada.gc.ca/eng/epb/yi/yep/programs/csj_applicantguide.shtml) for more information to determine their eligibility.

Following the announcement of a Call for Submissions, the OPIRG Board of Directors shall strike a Hiring Committee constituted of two or three Directors, and at least one OPIRG McMaster staff member, all selected by the OPIRG McMaster Board of Directors. Upon the close of the call for submissions, Project Descriptions will be reviewed by the Hiring Committee. The Committee will evaluate all applications for Temporary Staff Employment on the basis of the submitted Project Descriptions and the results of an interview with the potential applicant. Applications will be evaluated on the following Selection Criteria:

- 1) Inclusion of all required information (as listed above).
- 2) Relevance of proposed Project to fulfilling OPIRG McMaster's objectives.
- 3) Project clearly identifies and positively serves a community need.
- 4) Applicant meets all eligibility requirements as laid out by the Canada Summer Jobs program (or alternative funding mechanism), and ANY and ALL other eligibility requirements identified by OPIRG McMaster in the Call for Submissions.

Upon reviewing all eligible applications the Hiring Committee will forward its recommendations to the OPIRG McMaster Board of Directors for deliberation and ratification. The recommendation(s) of the Hiring Committee shall include: a ranking of all eligible Project Descriptions, clearly identifying Preferred Applicant(s) and Project(s) as determined through the Selection Criteria, and; a brief overview of the merits of the Applicant(s) in question, including their qualifications and relevant experience. The recommendation should also include, whenever possible, information relating the recommended Applicant's employment start date, end date, and the number of paid hours granted to the project. Should the Hiring Committee find no Preferred Applicant during its review process, the Committee shall inform the Board of this finding and recommend that no Student Employee be hired. Should the Hiring Committee be unable to find unanimous agreement on Preferred Applicant(s) after review and deliberation, they shall inform the Board and the Board may choose to revise the membership of the Hiring Committee, and/or direct the Committee to hold a vote to determine the Preferred Applicant(s).

Whenever possible, the Hiring Committee should also identify a Second Preference Applicant to be considered for Student Employment should the preferred candidate refuse an offer of employment, or be released during their probationary period. This Applicant and their Project Description must meet all requirements and criteria laid out in this policy, and their Application must be a genuine and reasonable alternative to the Hiring Committee's Preferred Applicant. Should the Hiring Committee be unable to unanimously agree on a Second Preference Applicant, no such Applicant shall be identified.

Upon receiving the committee's recommendations, the Board of Directors shall deliberate on the recommendations, and the Hiring Committee is expected to advocate on behalf of their Preferred Applicant(s) and answer questions about the Applicants and their Project Descriptions. After deliberation on the recommendations by the Hiring Committee, the Board of Directors may choose to: Agree with the recommendations of the Hiring Committee and ratify its decision(s); ask the Hiring Committee to gather further details regarding Applicants and return a revised recommendation to the Board; reject the recommendation(s) and direct the Hiring Committee to reconsider, providing reason(s) for this decision, or; reject the recommendation(s) and close the process without hiring a student Employee.

Should the recommendation to Hire be ratified, the successful Applicant shall be offered a Temporary Staff Employment position in a timely manner, reflecting the needs of the organization and any deadlines identified in the Call for Submissions or the Applicant's Project Description. The successful Applicant shall also be informed of their start and end dates, their hours, their pay and any other relevant Human Resources information. Successful Applicants shall be given a minimum of 48 hours to make a decision to accept or reject OPIRG McMaster's offer of employment. Should an offer of employment be rejected by a successful Applicant, the Board of Directors may offer any Applicant identified as "Second Preference" Employment in the place of the Preferred Applicant.

All unsuccessful Applicants shall be informed of the Board's decision in a timely and respectful manner. If an Application did not meet the required criteria, this fact should be conveyed to the Applicant so that they have the information needed to properly compete in the next Hiring Process.

In certain circumstances, the OPIRG McMaster Board of Directors may hire a Temporary Staff Employee, at their discretion, to fill a Special Project role. The process for this type of hiring will still require the submission of a Project Description, and the Board as a whole will act as a Hiring Committee. However the hiring process may be non-competitive (i.e. not subject to Calls for Submissions), and the position may be contingent on the approval of the applicant's submitted grant applications.