

DALHOUSIE NON-PROFIT HOUSING CO-OPERATIVE
POLICY No. 2

HIRING PROCEDURES

These procedures respecting the hiring of employees for Dalhousie Non-Profit Housing Co-operative Inc., are to be interpreted and implemented in a manner consistent with the Organizational By-law and all other related by-laws of the Co-op. To the extent that there is any inconsistency between these Procedures and the By-laws of the Co-op, the provisions of the By-laws shall have priority.

ARTICLE 1

HIRING PROCESS

1.01 Prior to hiring any co-op staff, the Board shall determine, in a manner consistent with the co-op's By-laws, the process and timetable to be followed. In so doing, the Board shall also determine or revise the Co-op staffing plan, staffing budget, job description and terms of employment (including salary range) for the position; the manner of advertising the position, consistent with Article 3 of these Procedures; the selection criteria to be used in selecting the most appropriate candidate; and the manner in which interviews shall be conducted and subsequent decisions made.

ARTICLE 2

HIRING COMMITTEE

2.01 Creation and Composition

When a new position is created or an existing position becomes vacant, the Board will strike an ad hoc Hiring Committee of such number of Directors and other members as the Board deems appropriate. The Staff Liaison Officer, if one has been appointed, shall serve as a member of the Hiring Committee.

2.02 Responsibilities

The Hiring Committee will be responsible for carrying out the following duties:

- a) advertise the position and make copies of the job description available;
- b) accept applications;
- c) establish selection criteria and interview

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ARTICLE 2 (cont'd)

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2.02 (cont'd)

- d) review all applications received and determine which candidates will be interviewed;
- e) check references of applicants under consideration;
- f) set-up and conduct interviews; (all Hiring Committee members should be present at all interviews);
- g) make a recommendation regarding choice of applicant and salary to the Board;
- h) negotiate salary and terms of employment with the successful applicant, where necessary, if authorized by the Board;
- i) notify all candidates of the Co-op's decision and keep appropriate records as specified in Article 5.

ARTICLE 3

ADVERTISING

- 3.01 All job notices will include a prominent heading noting the job title and a summary description, the salary range, details of how to apply, the name and telephone number of a person to contact for further information and deadline for applications.
- 3.02 Job notices will be circulated within the local co-op housing sector (or more broadly within the sector as the Hiring Committee or Board may decide), and the general public as deemed appropriate by the Hiring Committee or Board.

ARTICLE 4

ELIGIBILITY

- 4.01 Subject to the Co-op's By-laws, unless the position is temporary and of a limited duration, preference in hiring will normally be given to qualified persons not resident in the Co-op. Co-op members may apply for any position advertised and all applications will be given due consideration.

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ARTICLE 4 (cont'd)

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4.02 Directors of the Co-op who apply for a position will be treated like any other Co-op member. They may not participate in any part of the selection process. If selected, they must resign from the Board of Directors unless the job is temporary and of a limited duration.

ARTICLE 5

RECORD

5.01 For each hiring, a hiring log will be maintained. The log shall include the following:

- (a) names and positions of those on the Hiring Committee;
- (b) names of all persons from whom applications were received;
- (c) names of all applicants interviewed with date of interview and interview report;
- (d) the decision of the Hiring Committee with reasons.

5.02 The log will be signed by a representative of the Hiring Committee.

HIRING PROCEDURES POLICY

PASSED by the Board and sealed with the corporate seal
of the Co-operative this 26 day of
SEPTEMBER 1991.

President

Josephine Legari

Secretary

Brian Cook

